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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | January 10, 2018 |
| Time | 8:30am – 10:00am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Reminder - 8000 coding no longer used as of January 2018 | Jenna |
| Naming conventions for the items on the academic calendar, specifically what the Barton County campus and BARTonline sessions are calledEnsuring that we name the campus when adding items to the main calendars.  | Samantha |
| Academic calendars (campus/online) combinedSarah, Elaine and Sam will look into this.  | Samantha |
| 2018-19 Catalog projectAll hard copy. | Jenna |
| Awarding certificates without a high school transcript/GEDStarting with Fall 2018 Bartonline will be scheduled in advance of the bulletin dates. Reminder to get your completers in | Elaine |

**KBOR/HLC/ED update**

CAM Update

<http://docs.bartonccc.edu/research/internaldata/Process%20Maps/statusupdates.xlsx>

Let’s review upcoming new projects:

* Scales – APPROVED!

Let’s discuss:

* Jenna KBOR Update
* Myrna HLC/Department of Education Update