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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/13/2021 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/93590357481> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Whitney Asher | | x | Mary Doyle | x | Stephanie Joiner | | | x | | Jeff Mills |
| x | Krystall Barnes | | x | Erin Eggers | x | Kathy Kottas | | | x | | Myrna Perkins |
| x | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | x | | Samantha Stueder |
| o | Matt Connell | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Laura Stutzman |
| x | Tana Cooper | | x | Brian Howe | x | Karly Little | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Judy Jacobs | x | Angie Maddy | | | x | | Ray Willis |
| x | Caicey Crutcher | | x | Erika Jenkins-Moss | x | Claudia Mather | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Sasha Bingaman | | x | Carol Murphy | o | Dee Ann Smith | | | o | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | x | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-up Items:   * Admit Hub – starting meetings today with the rep to get back on track to launch campaign – the campaign will start the last week of this month (texting feature, for all students) * Change of Major Form – waiting on a list from Randy Thode * Revisions to the BARTonline Schedule & Attendance Guideline * Modified Withdraw Date (effective Spring 2021) – 6, 8, 12, 16 week sessions is 10 business days prior to the end of the session; 4 week is 7 business days prior to the end of the session * Session 1 Date Changes for Fall & Spring (effective Fall 2021) – session 1 and 2 will start the same day * Changes to Past-due Balance & Activity/Attendance (effective Spring 2021)   + Deadline Change – 1st Sunday, drops 2nd Monday   + Attendance Access – to count for attendance student must submit a pre-test or discussion item * [Website](https://www.bartonccc.edu/online/programs/calendar) * Fall 2021 – Past Due Balances Paid Before Enrollment (All Students/All Delivery) * *As a result of COVID-19, Barton Community College extended the payment due date for prior balances to July 31, 2021 so that our students can continue on their educational path. Federal regulations do not allow Barton to automatically apply financial aid to a prior aid year. Please contact your Financial Aid Advisor for more information.*   *We want you to have adequate time to prepare for your potential enrollment next fall. We are now informing students that if payment in full (past due) is not made by the deadline of July 31, 2021, they will be placed on the Fall 2021 drop list as of August 2, 2021. Transcript holds continue to be placed on student account until past due balances are paid.*  *Please take a moment to review your account by logging into the Student Financial Center via the MyBarton Portal. Students can schedule e-check payments using checking/savings accounts in the Student Financial Center on their past due balances. If you have any questions, please contact the Business Office by email at businessoffice@bartoncc.edu or by phone at 620-786-7463. Be prepared by planning now so you can continue on your educational road to success.*   * Action Items:   + This applies to all students regardless of course delivery   + Have messaging ready to go by Jan. 15 * Business Office will get a list of student names this affects * Get Advisement a list of students and they can talk to those students as they are advising (Karen will distribute to all advisers) * FA is watching those students in their area – they have a monitoring report they run * Add language to the website near the course search tool (Samantha) * Add an announcement in the Portal (Laura will talk to Ronnie Dean) * Add a message in Canvas (Erin) * Add information in PAWS in the enrollment area (Lori) * As part of the standard advisement communication plan we can make mention of this situation in the email that prompts re-enrollment for the spring (Angie) * Business Office Webpage “Pay the College” (Laura/Samantha) * Add to the SAD shell (Stephanie) | | | | | | | | | | Erin  Karen  Erin  Laura | |
| Duplicate PIDMS/Monitoring Process – Done   * Student attended in 2011-2012 stopped attending, reapplied in 2018 and never attended and started this fall, we paid aide on both PIDMS, same SSID and birth date (PIDMS=similar to having the same ID in Banner) * Workgroup will get together is discuss – problem was created by old manual processes so it shouldn’t happen again; Lori may have a report to use to look for students and they’ll do a one-time clean up   For awareness…There is a gap in notification of the Barton Portal log-in information when prospective students complete a FAFSA but not an Admissions Application.  Ownership of the notification process is unclear.  The Student Success Academy team has this within their inventory, but this is being reviewed by that team. | | | | | | | | | | Whitney | |
| Prerequisites   * Prerequisite list that is available – is this a report built by Ray? List is no longer available * List is not accurate * Can we put this access database Ray keeps for prerequisites in Banner? Banner is set up to designate a course number or a grade, not additional language * Workgroup to discuss prerequisites – Lori, Brian, Karen, Kathy, Kurt, Erin, Claudia –   + Each department that has classes with prereqs will review the prereqs and confirm   + If it’s determined that the class has a prereq that doesn’t fit into Banner then the course will not be available for web enrollment   + The review will be done by March 1 * <https://docs.bartonccc.edu/degrees/programs-of-study/rpt-course-prerequisites-2019.pdf> * <https://bartonccc.edu/programs/prereqs> * <https://bartonccc.edu/online/services/placement> | | | | | | | | | | Lori | |
| CAM Process   * Updated CAM Timeline      * Updated Phase Zero Program Development Template * Updated Phase Zero Program Development Template (Modified) * Work To Be Done on CAM Spreadsheet   + <http://docs.bartonccc.edu/research/internaldata/Process%20Maps/CAM.xlsx> * Meet with VP Office for CAM guidance and KBOR Timelines * SAPPs – Modified CAMs   + SAPPs are 1 to 15 credit hours and are never PELL eligible   + SAPPs with 16 or more credit hours are Perkins eligible * Stackable Exit Points – this means all courses in CERT1 have to be in CERT2 and then in the Associates degree, if not then they are considered separate programs * Learning More and More on KBOR Requirements & Changes   <https://www.kansasregents.org/resources/PDF/Academic_Affairs/New_Program_Approval/2020-2021_New_Technical_Certificate_and_AAS_Program_Approval_Schedule.pdf> | | | | | | | | | | Elaine/Sarah | |
| Associate in Science – Pre-Professional Healthcare – Done    <https://bartonccc.edu/academicprograms/preprofessional>   * Curriculum Guide – Done * CIP Code – 51.1199 Health/Medical Preparatory Programs, Other * Major Code (Lori) – 2620 * Banner & Degree Works (Lori) – Done * Advisor Notification (Karen) – Done * Redo Students for Fall – Karen is still working on – Mostly done * Brian/Kathy are working with Samantha and Ray on the following: - Done   + Web Updates (Samantha)   + Programs of Study (Ray/Jeff)   + Post the new curriculum guide on the web (Samantha) * Admissions Application Update (Tana) – students would select pre-professional healthcare and then a drop down would appear with the 13 majors – Done * In Banner it will list Pre-Professional Healthcare but not the 13 emphasis areas * Full online option? First Aid Emergency Care currently is not online (Brian/Kathy)   + This is an elective and not a required class   + Add a notation on the curriculum guide that all courses are available online with the exception of First Aid Emergency Care – Done * Promote as an online program – Claudia/Brandon * Effective Date: August 1, 2020 | | | | | | | | | | Kathy/Brian | |
| Graphic Design Program Name – Done     * Graphic Design shifted to Digital Graphics * Photography to Digital Photography * Effective Date: August 1, 2020 * New Curriculum Guides Posted – Done * Banner & Degree Works (Lori) – Done * New Program of Study Posted/Changes to Reports & the Bulletin (Ray/Jeff/Brian) – Done * Web Updates (Samantha) – Brian is working with Samantha – will work on in Dec. – Done * Advisor Notification (Karen) – Done * Admissions Application Update (Tana) – Done * Excel in CTE Updates (Karly) * Courses Coming to LICC | | | | | | | | | | Brian | |
| Welding Realignment CAM – Done     * Students at correctional facilities impacted, CRFT 1010 and WELD 1354 classes teach the same thing * Students may start out with CRFT 1010 and then move to welding programing, we don’t want to make them take the same class again * Adding to the curriculum guide “or” for the those classes * Doesn’t need to go to LICC | | | | | | | | | | Mary | |
| CAM Updates   * Emergency Management/Homeland Security – updates requested; Elaine reviewing * Hazardous Materials Management – updates requested; Elaine reviewing * OSHA Modified   + New Curriculum Guide/Update KHEDs (Sarah)   + Update Banner & Degree Works (Lori) * Possible upcoming CAMs   + Cyber Security (Mary)   + Welding (Mary)   + Media Production (Brian)   + Dance (Brian)   + Technical Theatre (Brian) | | | | | | | | | |  | |
| Increased Communication/Information for International Students   * Workgroup (Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Trevor, Laura Stutzman, Carol Murphy and Abby Howe) * Group has met two times * Athletics has provided spreadsheet of expected new and returning students * Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur – Post COVID | | | | | | | | | | Elaine | |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * Goal is 946 for 2020-2021; 8/25=132 (this time last year 159); 9/16 = 142 (this time last year 164); 10/14 = 215 (last year this time 181); 11/10 = 234 (last year this time 209); 12/8 = 245 (last year this time 312); 1/13 = 368 (last year this time 456)   + Deadline to report completers to KBOR – May 31 | | | | | | | | | | Caicey | |
| Class Scheduling – New Spreadsheet System   * Demo in 2021 – Automated Scheduling to Potentially Include FR/FL * Lori – wants to decentralize schedule – next steps | | | | | | | | | | Elaine/Lori | |
| Bulletin of Classes Swim Lane Deadlines   * Still available on the T drive * Summer and Fall 2021 are available now * Shifting to three deadlines a year with Interactive Bulletin | | | | | | | | | | Lori | |
| General Education Project   * 2020-2021 guides – done & posted * 2018-2019 guides remain posted through 2021-2022 * Gen Ed Web Page needs to be updated (Sarah/Brian) – Done <https://bartonccc.edu/programs/generaleducation>   + Draft updates are in review process by Brian, Angie, Karen, Mary D, Elaine, Kurt, Kathy and Lori – Done   + Website will be updated with draft (Sarah/Samantha) – Done     KBOR General Education Project | | | | | | | | | | Elaine, All | |
| Waitlist Process – Draft Procedure   * Draft Procedure (Guidelines/Best Practices) * Consider offering students who are waitlisted other options   + Non-credit bearing course or Adult Ed downtown   + Brian will discuss with Developmental Ed team * Karen: finding many courses without a waitlist option – Lori will look into this * Need to notify Advisement Center * This should be made aware to students – possibly add language to the web site (link on self-enrollment page) | | | | | | | | | | Lori | |
| Banner Self-Service   * Photos – we will be able to attach student photos * Concourse Syllabi – we will be able to add a link to Concourse   + For Concourse would it be like an upsell, would it recommend additional classes based off of what classes the students took | | | | | | | | | |  | |
| Web Site Update   * Meeting with vendor today to nail down go-live date and vendor will have preview * Goal to have everything done by April 15 | | | | | | | | | | Samantha | |
| BOL Update | | | | | | | | | | Claudia/Erin | |
| Department of Education Update   * Repeal of prohibition on PELL for offenders – more to come | | | | | | | | | | Myrna | |
| Student Services Update   * Student Success Academy Engagement Inventory | | | | | | | | | | Angie | |
| Instruction Update   * Problem Resolution Procedure (Enrollment/Finance) – those problem resolutions dealing with enrollment/finance matters will go to VP Dean instead of Brian | | | | | | | | | | Elaine | |
| Topics for Future   * Curriculum Guides   + Semester and full program guides   + Addition of legend to guides to assist students with course sequencing and availability of classes   + Guides for full-time and part-time students * Degree Works (Planner) – using Degree Works to make an educational plan for each student | | | | | | | | | |  | |
| Next meeting February 10, 2021 | | | | | | | | | |  | |