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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 12/8/2021 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/5354602075> |

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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 | | | o | | Jeff Mills |
| x | Chris Baker | | x | Erin Eggers | x | Kathy Kottas | | | x | | Todd Mobray |
| x | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | x | | Jose Palacios |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | o | | Myrna Perkins |
| o | Matt Connell | | x | Brian Howe | x | Karly Little | | | o | | Samantha Stueder |
| x | Tana Cooper | | o | Judy Jacobs | x | Angie Maddy | | | x | | Laura Stutzman |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | x | | Kurt Teal |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Michelle Kaiser | x | Denise Schreiber | | | o | | Brandon Steinert |
| o | Sasha Bingaman | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Mainstay (formerly AdmitHub) Campaign** – spring campaign ready to go out this week * **Transition to ArmyIgniteED** – still having glitches; working on invoice to clear up some past due balances * **Definition for the term “student”**    + In policy 1132, we actually refer to a definition of the word “student” in a footnote.  I am pretty sure this came “with” the policy/procedure from ATIXA.  However, it’s pretty broad. Might we consider an abbreviated definition…? See below –   + *For the purpose of this policy, Barton defines “student” as any individual ~~who has accepted an offer of admission, or~~ who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Barton.*   + Even this can lend itself to a broad scope – considering how far in advance of “attendance” students may be *enrolled*.   + FERPA: once an enrollment exists they are considered a student   + On our website under graduation requirements: Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.   + IPEDS definition of student counts: The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution.   + Required Title IX Definition * **Updated Academic Integrity Statement – Effective in Course Syllabi 2022**   Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other’s work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 [Academic Integrity](https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf) and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.   * + VP Email Sent June 10th   + Concourse Syllabi Update – Spring 2022   + AI Council Approvals (Full Statement) – have all this done by January 1, 2022:     - Enrollment Form (Lori)     - Enrollment Self-Serve (Lori)     - Portal (Claudia/Samantha/Michelle)     - BOL Orientation (Claudia) – this is done     - Student Handbook (Angie) – this is done     - Student Orientation (Angie)     - Admissions Letter (Tana) * **Join the BAND (Board for Achieving Normalized Data)**   + Group that will make sure everyone is on the same page with inputting data into Banner; data standards sheet   + Representatives for each area of Banner   + Meet quarterly or bi-monthly, probably start in January with new software (Argos) * **Student Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?     - Do we have the capability when students go in to pay a bill they are prompted to update info?     - Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?     - Could the reminder to update address and phone number be in Canvas?   + Workgroup to discuss (Michelle, Laura, Claudia, Lori)     - Report from Michelle: “Those involved have gone through training and are working on implementing, focus first on the immediate need and then will expand to other modules.  Please keep in mind, Banner can do a lot of things, we just need to have things presented and will explore how to make it happen so that we don’t have to try to invent the wheel or spend money on something else when we already have what we need, just need to implement.  What can Banner do for you?! 😊”     - Training (AIP) is taking place; will need to learn page builder; these products will prompt students to update their information; prompt student when enrolling to confirm their information is correct * **HZMT Enrollment Numbers – Done** * Non-credit training * Entry into Banner * Power BI report – Jose added an option to see the non-credit classes * Group to work with IR and the Registrar (Lindsay, Mary, Lori, Todd) | | | | | | | | | | Erin  Abby  Angie, Lori, Stephanie, Todd, Karly & Tana  Todd  Laura  Kurt/Lindsay | |
| **Student Support Processes for 8-Week Courses**   * Group met a few weeks ago to discuss the increase in 8-week courses on the GB campus; want to streamline the process | | | | | | | | | | Stephanie | |
| **2021-2022 Curriculum Guide Review**   * Review process to start Fall 2021   + ~~August 1-September 30 – Teams review guides~~   + ~~October 1 – Guides due to Sarah/Denise~~   + ~~October 1-31 – Sarah/Denise review guides~~   + ~~November 1 – Guides sent to Lori~~   + November 1 to January 31 – Lori updates Degree Works   + February 1-14 - Sarah/Denise will resave guides on the T: drive   + February 15-28 – Samantha/Brandon complete web updates and ADA compliance   + February 1 to April 1 – Advisor training (Karen)   + March 1 – Guides posted on the web – effective for Fall 2022 | | | | | | | | | | All | |
| **Pre-Professional Healthcare**   * The 13 subcategories are on the admissions application but not in Banner * Advising doesn’t know which advisor the student should be assigned to * Admissions can pull a report from Sales Force for the subcategories and send the report to advising * The old curriculum guides for the 13 subcategories will be removed from the web once we do our annual curriculum guide review this fall (Brian, Kathy and Mary Doyle will work on language for the website) * Karen, Mary, Judy, Angie, Brian, Kathy, Lori, Tana, Brandon and Samantha will meet to discuss Pre-Professional Healthcare and STEM programs   + Healthcare – website changes coming, but wording may still be misleading; talked about the structure of the web pages; group getting back together * Group met and decided this should be an AS Liberal Studies with an emphasis in pre-professional   + Recommend we should have pre-professional as a degree option and not try to create an umbrella that covers all the subcategories * Group will get back together with an update in December   + Recommendations of what needs to be undone, what needs to be done, what we’re maintaining and how we will communicate the final outcome | | | | | | | | | | Karen, Mary, Judy, Angie, Brian, Kathy and Lori | |
| **STEM**     * Science-Technology-Engineering-Mathematics * Flexible option for students * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 13.1213 (STEM Education); 30.0601 (STEM) * Major code (Lori) – Done * Banner/Degree Works (Lori) – working on * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Brian/Kathy) – met and have ideas going * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Brian, Karen, Mary Judy, Angie, Kathy and Lori | |
| **Digital Communications and Content Strategy**     * A student can complete this AA and obtain external certificates * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 09.0702 * Major code (Lori) – Done * Banner/Degree Works (Lori) – Done * Advisor assignment/notification (Karen) – Yuchen will be advising * Programs of Study page (Samantha/Brian) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept. of Ed (Myrna) | | | | | | | | | | Brian | |
| **CAM Update – Plumbing**   * Approved by KBOR * Myrna is seeking approval from Dept of Ed for a 17-week option * Launch – January 2022 * 7 students enrolled | | | | | | | | | | Mary F. | |
| **CAM Update – Cyber Security**   * Application Submitted to KBOR 12-7-21 * Anticipated Launch – Fall 2022 | | | | | | | | | | Mary F. | |
| **CAM Update – Early Childhood Curriculum Changes**     * Remove CHLD 1550 * Effective date – Spring 2022 * Curriculum guide (Sarah) – Done * KHEDS (Sarah) – Done * HLC/Dept. of Ed (Myrna) – Done * Banner/Degree Works (Lori) – Done * Website (Samantha) | | | | | | | | | | Mary F. | |
| **Teaching Dance CAM – Executive Summary**     * New certificate for teaching dance – this doesn’t feed into the AA * Since it won’t lead to an AA it doesn’t count as a completer * Need to look into an external certification * Could this be offered as a non-credit completion certificate * If this isn’t for a valid/recognized certificate, then FA would not be available * Brian and Danika will discuss more and bring back next month   + We may need to offer an “atta boy” certificate | | | | | | | | | | Brian | |
| **Welding CAM – Executive Summary**     * Expanding welding program into 3 exit points * Effective date – Fall 2022 * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept. of Ed (Myrna) | | | | | | | | | | Mary F. | |
| **AAS Technical Studies Web Page Changes**   * Kurt and Samantha are working on | | | | | | | | | | Samantha/Kurt | |
| **Nursing Partnership with Pratt Community College**   * We have Kansas State Board approval, waiting for ACEN approval * Will need to have this location approved by HLC/Dept of Ed | | | | | | | | | | Kathy/Myrna | |
| **Increased Communication/Information for International Students**   * Workgroup (Tana, Karen, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) * Working on Strategic Planning Proposal to Hire a Coordinator * Collected and organized duties for the proposed coordinator position * Next steps – identify key duties, compare to similar positions at other CC’s | | | | | | | | | | Elaine | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027)   + 7/15 = 48 (last year 64)   + 8/9 = 120 (last year 172)   + 9/8 = 162 (last year 197)   + 10/13 = 177 (last year 239)   + 11/10 = 205 (last year 284)   + 12/8 = 222 (last year 441) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | | Jeff | |
| **Class Scheduling**   * Banner 9 * What is our overarching goal: enhanced services to our students for enrolling and marketing, ease of course search for students | | | | | | | | | | Elaine/Lori/Michelle | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * Spring 2022, Summer 2022, Fall 2022, Spring 2023, Summer 2023 available * 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 * KBOR General Education Project   + Project is nearing a year of work   + Working to complete the baseline framework – likely going to be 37-40 credit hours   + After framework is complete, two small committees will be launched     - One committee will work on KBOR policy; Archer is drafting     - The other committee will work on student learning outcomes – it was stated faculty will be involved in this process   + Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer)   + It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more   + The Neosho representative asked about assessment methods.  Archer said the group has not discussed.  He further stated KBOR doesn’t really want to take ownership of assessment   + Archer said that they are “starting with general education.”  Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education   + Discussion on impacts with advising with reference to courses required and offered   + Grace was suggested for the starting timeframe due to when schedules are due | | | | | | | | | | Elaine, All | |
| **Communication**  Student Communications   * In process * New and needs to be communicated * Where does it need to be communicated   Thoughts on Student Communications   * What works best: video, emails, language on web site, etc. * Stay away from screen shots for ADA purposes * Need to be consistent across the institution   Employee Communications   * In process * New and needs to be communicated * Where does it need to be communicated   Michelle and Claudia will get a list together for our next meeting  Instructional Technology Fair Place Holder – Employee Training   * What about the Center website? | | | | | | | | | | Elaine | |
| **LICC Update**   * New Natural Gas courses (NATG 1205, NATG 1210) * Networking courses for the Cyber Security certificate (NTWK 1073, NTWK 1074) * Prerequisite change NTWK 1054 | | | | | | | | | | Sarah | |
| **Web Site Update**   * Internal site moved over to the new look | | | | | | | | | | Samantha | |
| **BOL Update/Amperage Update** | | | | | | | | | | Claudia/Erin/Brandon | |
| **Center for Innovation & Excellence Update**   * Cougar Tales January 6-7 | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Hosting an open house in January | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * On track to get Argos in January * Mission pamphlet for the public and internal | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * Allowing anyone to stay in the dorms over Christmas break * One room in the CDC is closed due to COVID | | | | | | | | | | Angie | |
| **Instruction Update**   * Onboarding group put together a checklist for new hires (both faculty and staff) * From FY 2017 to current we are just short of a 30% decline in enrollment | | | | | | | | | | 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 January 12, 2022** | | | | | | | | | |  | |

**ENDS:**

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| --- | --- |
| ESSENTIAL SKILLS | REGIONAL WORKFORCE NEEDS |
| WORK PREPAREDNESS | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT | STRATEGIC PLAN |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.