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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/10/2021 |
| 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 | | |
| o | 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 |
| x | 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 | | o | Judy Jacobs | x | Angie Maddy | | | o | | Ray Willis |
| x | Caicey Crutcher | | x | Erika Jenkins-Moss | x | Claudia Mather | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Sasha Bingaman | | o | 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 Campaign – last week admissions (Tana/Maggie) worked on texting campaigns (had 5% unsubscribe), meeting weekly with Admit Hub * Change of Major Form – has list and working through it * 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  Laura | |
| STEM “meta-major”     * Flexible option * Students want to be in STEM field but can’t get through the higher level math and then they switch to liberal studies * Effective date? * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor notification (Karen) * Programs of Study page (Brian/Jeff) * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Brian | |
| Pardot   * Marketing automation program for email * Ties in with Sales Force * Working with admissions to get installed (probably a month out) * This can make emails that go out to students more interactive | | | | | | | | | | Brandon/Samantha | |
| Perkins Special Populations Survey   * Requirement by KBOR * Ask certain questions of CTE students (disability, non-traditional field, out of work, non-English learner), anonymous and optional * Created a survey and send out link to CTE instructors, instructors pass this along to students within the first couple weeks of class * New students at the start of each semester take the survey * Only for Perkins approved programs | | | | | | | | | | Krystall | |
| Course Codes – Fuzion/LiveOnline with Attention to Face-to-Face Enrollment  OER Course Codes for Banner for LiveOnline and Fuzion   * For Fuzion classes we have 2 CRNs to limit the in-person seating * When we don’t need to limit the number of students in the classroom, we won’t need to have 2 CRNs for Fuzion classes but we still need to designate these classes so students know they have the Zoom option * We just need to add more schedule types (6 more) * Do we need to consider some type of narrative for students to make it clear as to what they are enrolling in? * Could we have a course search tool that only shows, for example, the LSEC classes or only session 1 classes or only Fuzion classes? * Lori – update the coding for fall scheduling deadline of Feb. 19 * In the near future have a work group to discuss the marketing side of “selling” our classes/class types * By 2024 spring, have an AA, AS and AGS degree that are OER | | | | | | | | | | Brian  Lee/Lori | |
| Prerequisites   * 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      * Phase Zero Program Development Template * 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 | |
| CAM Updates   * Emergency Management/Homeland Security – KBOR approved – Done * Hazardous Materials Management – KBOR approved – Done * OSHA Modified – Done   + 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, Laura Stutzman, Carol Murphy and Abby Howe) * Group is getting back together to continue discussions * 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)   + 2/10 = 464 (last year this time 464) * 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   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) * Blurb added to PAWS * Lori will send final version to PTP * Mary Doyle will notify advisors | | | | | | | | | | 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 * Training is scheduled for March 1 | | | | | | | | | | Lori | |
| Web Site Update   * Goal to have everything done by April 15 * Program pages updates – Samantha will reach out to individuals | | | | | | | | | | Samantha | |
| BOL Update – no updates | | | | | | | | | | Claudia/Erin | |
| The Center Update   * Looking for feedback from faculty and staff | | | | | | | | | | Claudia | |
| Department of Education Update   * Paid a 2nd chance PELL to an offender * EMHS and HZMT certificates and welding certificates | | | | | | | | | | Myrna | |
| Student Services Update   * Course catalog – send any catalog updates to Virginia * Student Success Academy – student focus groups (so far met with 40 students); open focus groups for faculty and staff coming | | | | | | | | | | Angie | |
| Instruction Update   * Increase enrollment on GB campus work group (need 1,000-1,200 in the fall and spring) | | | | | | | | | | 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 March 10, 2021 | | | | | | | | | |  | |