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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/10/2021 |
| 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 | | |
| x | Whitney Asher | | x | Erin Eggers | x | Kathy Kottas | | | x | | Todd Mobray |
| o | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | o | | Myrna Perkins |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Samantha Stueder |
| x | Matt Connell | | x | Brian Howe | x | Karly Little | | | x | | Laura Stutzman |
| x | Tana Cooper | | x | Judy Jacobs | x | Angie Maddy | | | o | | Kurt Teal |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | o | | Ray Willis |
| x | Mary Doyle | | x | Stephanie Joiner | x | Jeff Mills | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber | x | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Andrea Thompson | | x | Tanner Marston | x | Chris Baker | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-up Items:   * Admit Hub Campaign – some students reported having issues with the portal, Erin is meeting with Michelle to review options * Change of Major Form – Done * Fall 2021 – Past Due Balances Paid Before Enrollment (All Students/All Delivery)   + Emailed bills to students for fall 2020   + Putting report together to send to advisors for students that are enrolled this spring that have balances   + Business office will send this list to advisors April 6 | | | | | | | | | | Erin  Karen  Laura | |
| Touchnet   * Touchnet has been falling short on tech support * Mark and IT have decided Barton will begin using Cashnet * It will be ready to go by August 2 | | | | | | | | | | Laura | |
| Transition to ArmyIgnitED  In the past, the Army used the GoArmyEd website to assist soldiers in requesting Tuition Assistance (TA) to pay for college. In GoArmyEd I would enter general course information for FR and FL CP schedules and Teressa Zink would enter it for the BOL schedules (not specific to student enrollments). GB was non-LOI so the process for TA requests was completely different for soldiers requesting TA for a GB campus or EduKan class. The soldier would then select the course he/she wanted to use TA for and enroll with the school.  Now with AI, the process will be the same regardless of location or course. The soldier will first enroll with the school then the school must upload the soldier’s enrollment information to AI. Once uploaded, the soldier can then select the course to request TA for it.  The primary questions I need help answering are below: (Abby has a workgroup discussing these questions)   * Should Barton adjust our enrollment deadline policy for TA users?   + Our current policy allowed soldiers to enroll and request TA up to the day before class started. With the school needing to upload course enrollments specific to the student, the earliest a soldier could request TA now would be the following day. Also, TA must still be requested prior to the class start date. * What should our procedure be for those students needing a course uploaded to request TA?   + Who do they contact?   + Will one person be responsible for all of the uploads or will multiple people process these requests?   + Will soldiers submit a form to let us know they need their course enrollment uploaded?   Barton should communicate the change from GoArmyEd to ArmyIgnitED – Samantha and Abby will put something on the website and Erin will do some BOL messaging | | | | | | | | | | Abby Kujath | |
| STEM “meta-major”     * Science-Technology-Engineering-Mathematics * Flexible option * Effective date – Fall 2022 * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor notification (Karen) * Programs of Study page (Samantha) * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Brian | |
| Course Codes – Fuzion/LiveOnline with Attention to Face-to-Face Enrollment  OER Course Codes for Banner for LiveOnline and Fuzion – Done   * 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/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; HLC & Department of Education approval pending * Hazardous Materials Management – KBOR approved; HLC & Department of Education approval pending * Cyber Security (Mary) – first read of Phase Zero * Welding (Mary) – first read of proposal – a step before Phase Zero * Media Production (Brian) – second read of Phase Zero * 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 (total for 2019-2020 was 921)   + 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)   + 3/10 = 473 (last year this time 478) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | |  | |
| 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 * Fall 2021 in process; Spring 2022 available; Summer 2022 coming soon * 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 Process   * 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 for students * Lori will send final version to PTP * Mary Doyle will notify advisors * LSEC classes have their own process – Lori and Abby will update the waitlist document | | | | | | | | | | Lori | |
| Banner Self-Serve 9 – available Fall 2021   * 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 | | | | | | | | | | Lori | |
| Web Site Update   * Goal to have everything done by April 15 * Website will launch in May * The month of April will be used for testing and employee review * Program page updates – Samantha will send to areas/departments to review | | | | | | | | | | Samantha | |
| BOL Update – no updates | | | | | | | | | | Claudia/Erin | |
| The Center Update   * The Center awarded two faculty and staff funding opportunities * Cougar Tales is discussing topics for August | | | | | | | | | | Claudia | |
| Department of Education Update – no updates | | | | | | | | | | Myrna | |
| Student Services Update   * Working on the college catalog | | | | | | | | | | Angie | |
| Instruction Update   * KBOR gen ed project continues (plan to have it completed this year) * KBOR secured contracts with Examity and Honor Lock for online proctoring * OER is working towards the 3 year plan and then will extend the 3 year plan | | | | | | | | | | 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 April 14, 2021 | | | | | | | | | |  | |