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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/12/2021 |
| 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 | | | x | | Jose Palacios |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Myrna Perkins |
| x | Matt Connell | | x | Brian Howe | o | Karly Little | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Judy Jacobs | x | Angie Maddy | | | o | | Laura Stutzman |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | x | | Kurt Teal |
| x | Mary Doyle | | o | Stephanie Joiner | x | Jeff Mills | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Admit Hub Campaign**   + Once the new website is available we will expand the bots location to more pages   + Randy, Teressa and Erin doing campaigns to reach out to more students – targeting online, FR, FL students   + Will meet with rep tomorrow * **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 sent this list to advisors April 6   + They are working with CARES Act funds to help pay for past due   + When students come get their fall schedules, if they have a past due balance, we are having the talk with them of the consequence of being dropped from fall classes * **Transition to ArmyIgniteED**   + Barton should communicate the change from GoArmyEd to ArmyIgnitED   + Samantha and Abby will put something on the website, Erin will do some BOL messaging, Stephanie is updating the SAD shell – done * **Examine/update the process for admitting and updating incarcerated students – Done**    + Workgroup Update – seems to be an isolated incident   + “The BASICS team met with FA, ES, and Advisement, determined that one batch of students was incorrect, the error was corrected and a review of our process was complete.  Minor adjustments were made to the process.  No further action is needed at this time.” * **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. * **Academic Integrity Syllabus Statement**   + 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 everything attempted 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.     - Statement going to LICC May 12th     - Statement Distribution: Course Syllabus, Enrollment Form, Enrollment Self-Serve, Portal, Student Handbook (Angie), Tests, Admission Letter * **Dashboard Concerns** – shared information | | | | | | | | | | Erin  Laura  Abby  Matt/Mary/Lori  Angie, Lori, Stephanie, Todd, Karly & Tana  Academic Integrity Council Members  Elaine | |
| Join the BAND (Board for Achieving Normalized Data)   * Group that will make sure everyone is on the same page with inputting data into Banner * Representatives for each area of Banner * Meet quarterly or bi-monthly, probably start this summer | | | | | | | | | | Todd | |
| Student Information in Banner   * Ongoing issue with student personal information (address and email) being outdated * Can Banner or other products prompt students to verify/update personal information on a semester basis | | | | | | | | | | Laura | |
| Associate in General Studies CIP Code Discrepancy   * KBOR: 24.0101 – per KBOR this is the code we need to use * Banner/HLC: 24.0102 – Myrna will change it with HLC and Lori will change it in Banner | | | | | | | | | | Myrna | |
| 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 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 | |
| STEM “meta-major”     * Science-Technology-Engineering-Mathematics * Flexible option for students * Effective date – Fall 2022 * Curriculum guides (Sarah) – done * CIP code (Sarah) – 24.0101 * 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 | |
| Digital Communications and Content Strategy     * AA with Certificates * Effective date – Fall 2022 * Curriculum guides (Sarah) * CIP code (Sarah) – 24.0101 * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Brian) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept of Ed (Myrna) – will check with them | | | | | | | | | | Brian | |
| Prerequisites   * Workgroup to discuss prerequisites – Lori, Brian, Karen, Kathy, Kurt, Erin, Claudia   + Each department will review the classes with 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 – most prerequisites have been input into Banner * <https://docs.bartonccc.edu/degrees/programs-of-study/rpt-course-prerequisites-2019.pdf> * <https://bartonccc.edu/programs/prereqs> * <https://bartonccc.edu/online/services/placement> * <https://app.powerbi.com/groups/me/apps/364485b4-0c45-468c-b312-0b33b16566d4/reports/273b96d9-3315-4d90-ae97-24ce10e79548/ReportSection> | | | | | | | | | | 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   * Cyber Security (Mary) – first read of Phase Zero * Welding (Mary) – first read of proposal – a step before Phase Zero * Dance (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) * Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur – Post COVID * Stephanie is working on a SharePoint spreadsheet to have a centralized place to track | | | | | | | | | | 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)   + 4/15 = 643 (last year this time 526)   + 5/12 = 659 (last year this time 875) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | |  | |
| Class Scheduling   * Workgroup focusing on the drop in enrollment – potential of buying a product for scheduling to help with enrollment * Course Leaf & Course Dog Demos * Self-Service Demo | | | | | | | | | | Elaine/Lori | |
| Bulletin of Classes Swim Lane Deadlines   * Still available on the T drive * Spring 2022 & Summer 2022 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 | | | | | | | | | | Elaine, All | |
| Banner Self-Service 9   * Full implementation for fall 2021 (new students) * 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 * Attendance tracking * CougarTALEs | | | | | | | | | | Lori | |
| Web Site Update   * Website will launch in May – no date scheduled yet * The month of April will be used for testing and employee review– there are some delays * Program page updates – Samantha will send to areas/departments to review – next week she will share * Review Samantha’s email and give her feedback | | | | | | | | | | Samantha | |
| BOL Update   * Sending a push out to Edukan students today to promote switching to us | | | | | | | | | | Claudia/Erin | |
| The Center Update   * CougarTALEs schedule finalized * Starting on College Updates schedule * Working on All Faculty meeting schedule * Working on Onboarding and Orientation for faculty and staff * Instructional Technology Fair – starting June 7 | | | | | | | | | | Claudia | |
| Institutional Research Update   * Jose Palacios has started with IR * New process/ticket system for data requests starts in July | | | | | | | | | | Todd | |
| Department of Education Update   * CARES – next wave of funding – our student share will be $2.1 million * Dept of Ed webinar – Myrna will share recording with everyone once she receives it | | | | | | | | | | Myrna | |
| Student Services Update   * Surveys – required to do a college climate survey for Title IX – doing it in a couple weeks | | | | | | | | | | Angie | |
| Instruction Update   * Fall graduations at Larned and Ellsworth * Working on plan for FR graduation * Virtual graduation for FL in June * RFP is submitted but haven’t heard back * Promise Act – intent is to get folks training and into the workforce – KBOR wants to add AA and AS degrees | | | | | | | | | | 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 June 8, 2021 | | | | | | | | | |  | |

**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.