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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/8/2023 |
| 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 | Chris Baker | | X | Mary Foley | X | Karen Kratzer | | | X | | Todd Mobray |
| X | Janet Balk | | X | Lindsay Holmes | X | Abby Kujath | | | X | | Angel Morgan |
| X | Megan Chambers | | X | Brian Howe | X | Karly Little | | | X | | Jose Palacios |
| X | Matt Connell | | X | Judy Jacobs | X | Angie Maddy | | | X | | Myrna Perkins |
| X | Tana Cooper | | X | Erika Jenkins-Moss | X | Claudia Mather | | | X | | Samantha Stueder |
| X | Lori Crowther | | X | Stephanie Joiner | X | Wendy Miller | | | X | | Laura Stutzman |
| X | Erin Eggers | | X | Kathy Kottas | X | Jeff Mills | | | X | | Kurt Teal |
| Ex-Officio members | | | | | | | | | | | |
| O | Nicole Berger | | X | Ronnie Dean | X | Denise Schreiber | | |  | |  |
| O | Sasha Bingaman | | X | Maggie Harris | O | Dee Ann Smith | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| * **Transition to ArmyIgnited 2.0** – sent list of 93 enrollments to the Ed Center to work on historical TA requests; hope to have the past due balances paid off soon * **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Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?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 (Laura, Angie, Lori, Tana, Abby, Erika, Amy Oelke)     - There are three items students need to agree to/acknowledge. These pop-up after a student has applied but before they enroll.       * Student financial responsibility statement       * Talk to Mark about the financial responsibility statement (Laura)       * The fact that Barton does business electronically       * For accounts in collections students will get phone calls     - Need to determine if these items are in the application process (do we want to have students acknowledge more than once)     - Will this pop up every time a student enrolls?     - API (form that pops up for the acknowledgement) – Amy Oelke and Robbie Wilcox are working on this and hopefully it will be done by March 1 * **Programs of Study**   + 2023 Project   + The goal is an automated table that serves both internal and external needs, maintains program currency, aligns with HLC compliance requirements and also ensures alignment with promotion, records and reporting.   + New feature – industry credentials linked to applicable programs of study   + Original Workgroup: Samantha, ~~Brandon~~, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Maggie (new), Kurt, and Elaine   + Samantha has briefed Renee, Amy, and Zac on what we’re hoping to accomplish so the vendor can get access to what he needs to Banner.   + Samantha and Connie are looking at how the table will be formatted as well as what kinds of filters we’ll want in addition to the ones currently on the Programs and Areas of Interest webpage (formerly Degrees and Programs).   + Chats with Myrna occurred in October about language we can use to help mitigate our marketing efforts versus what HLC expects from us. Labels and filters on the programs table.   + **Maggie, Samantha, Connie, Myrna, and Elaine met in January and looked at a draft webpage.**   + **Elaine is working with Deans Kottas and Teal’s area on industry credential information to be included on the page.**   + **Lori, Angie, Myrna, Sarah, and Elaine will have a first conversation about our programs**   + **Goal – clear definitions of outcomes – hopefully done by summer**      - **Web vendor working with IT to get access to Banner fields to streamline flow of information**     - **Connie and Samantha working on mock-up of page, what fields are displayed, how they are displayed, etc.** * **Change of Major Form**   + 2023 Project   + Karen will send a link to the form for everyone to review – get Karen feedback by next Friday | | | | | | | | | | Abby  Lori/Laura/Ronnie  Samantha/Elaine  Karen | |
| **International Student Process/Position**   * Are we ready for the former International Student group to get together and discuss processes? No * Previous workgroup: Tana Cooper, Karen Kratzer, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie Joiner, Lori Crowther, Laura Stutzman, and Abby Howe * Judy Jacobs is taking on a coordination role with international student processes in addition to her current duties | | | | | | | | | | Elaine/Angie | |
| **Maximum Course Enrollment Process**   * Appeal form is submitted * Appeal submission comes to Sarah/Denise via email * Sarah/Denise will forward to the applicable Dean * Dean’s review and provide their ruling to Sarah/Denise * Sarah/Denise will notify Enrollment Services, i.e. Lori with the decision * Enrollment Services will notify the advisor (if one is listed) and the student   Discussion items:   * Turn time? Need to be able to give students a time frame * How to handle situations where the approval from the Dean’s is course specific and then additional changes are made by the student by adding or dropping courses * Enrollment Services doesn’t know if a student actually submits the form * Could a spreadsheet on the T drive help with the tracking of these for all the various departments? * Could Zendesk software help track this process flow? * Lori, Brian, Kathy, Kurt, Wendy, Sarah, Denise, and Elaine to talk about this process | | | | | | | | | | Wendy | |
| **Data Dictionary**  <http://docs.bartonccc.edu/research/internaldata/Data%20Dictionary.pdf>   * 2023 Project * Theme: Promoting, Recording & Reporting * Lead: Institutional Effectiveness * Student Success Alliance is focused on language regarding student success – begun work   + Would like definitions of Banner fields * Located all the copies and reviewing now for duplicates or errors * Reviewed every definition and found the source for each * Added columns so it can be sorted and filtered * Jeff/Jose will review the document and then it can be reviewed by PTP | | | | | | | | | | Todd | |
| **2023-2024 Curriculum Guide Review**   * Review process to start Fall 2022   + ~~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   + March 1 – Karen will notify advisors that the updated guides are available   + March 1 – Guides posted on the web – effective for Fall 2023 | | | | | | | | | |  | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * Workgroup to address course identification   + Brian Howe, Sarah Riegel, Lori Crowther, Erika Jenkins-Moss, Megan Chambers, Jose Palacios, Claudia Mather, Lee Miller, and Mary Doyle   + Need to determine if there are any AA or AS degree that needs to deviate from the gen ed buckets due to program requirements   + Need to determine if that are any AA or AS degrees that have a specific gen ed course to complete a particular emphasis and we do not want to waive that requirement | | | | | | | | | | Elaine/Brian | |
| **Curriculum Guides Moving…**   * 2024-2025 Academic Degree Maps * ~~Previous workgroup: Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford and Shanda Mull~~ * New workgroup: Brian Howe, Stephanie Joiner, Wendy Miller, Megan Chambers, Mary Doyle, Shanda Mull, Samantha Stueder, Lindsay Holmes, Sarah Riegel, Denise Schreiber, (Kathy will let Elaine know) * Proposed Timeline   + March-May – Research KBOR Guidelines; Develop Barton’s Template   + June – Host Training Session – could this be a Cougar Tales session   + August 1-September 30, 2023 – Teams review 2023-2024 curriculum guides and transition to academic degree map template   + October 1, 2023 – degree maps due to Sarah/Denise   + October 1-31, 2023 – Sarah/Denise review degree maps   + November 1, 2023 – degree maps sent to Lori   + November 1, 2023 to January 31, 2024 – Lori updates Degree Works   + February 1-14, 2024 – Sarah/Denise will resave degree maps on the T: drive   + February 15-28, 2024 – Samantha complete web updates; required centralized web location in addition individual program/discipline web pages   + February 1 to April 1, 2024 – Advisor training on degree maps   + March 1, 2024 – degree maps posted on the web   + April 10, 2024 – Fall 2024 Enrollment Begins | | | | | | | | | |  | |
| **Military Programs Executive Summary**    **Military Logistics Certificate**    **Military Leadership Certificate**    **Military Dangerous Material Handling Certificate**    **Military Studies – Associate of General Studies**    **Applied Technologies – Associate of Applied Science**     * These are effective for Fall 2023 * Lori and Terri are going to discuss further to get Degree Works updated – Done * Myrna wants HLC to look at these – once approved Myrna will send to HLC * Let Myrna know if you want the certificates and AAS to be eligible for federal aid * Sarah will update KHEDS and the curriculum guides * LICC needs an FYI with the executive summary – 1/11/2023 – Done | | | | | | | | | | Terri Mebane | |
| **Scales Technician at GVP**   * Fall 2023 * Addressing out district approvals * Promotional Campaign * Meets financial aid requirements | | | | | | | | | | Kurt/Kathy/Mary | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech)**     * KBOR approved * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 01.0205 * Major code (Lori) – 0217 * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * Change of Major form (Advisement) * Internal promotion (Mary) * External promotion (Communications) * HLC/Dept of Ed (Myrna) – Myrna is writing report to submit to HLC | | | | | | | | | | Mary | |
| **Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 48.0508 * Major code (Lori) – 4802 * 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) – Approved * Internal promotion (Mary) * External promotion (Communications) | | | | | | | | | | Mary | |
| **Pratt Nursing – PN Program**   * PCC wants Barton to offer the PN program as well (Fall 2023) * KSBN approved * Grant award to support hiring faculty * Pratt’s board addressing at February meeting * Partner meeting with Pratt March 9 | | | | | | | | | | Kathy/Chris | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2022-2023 (total for 2021-2022 was 981)   + 7/13 = 47 (last year 80)   + 8/10 = 83 (last year 181)   + 9/15 = 132 (last year 214)   + 10/12 = 149 (last year 232)   + 11/9 = 223 (last year 287)   + 12/6 = 237 (last year 329)   + 1/11 = 377 (last year 562)   + 2/8 = 476 (last year 581) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) * Completer discussion | | | | | | | | | | Jeff/Jose | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * Spring 2023 and Summer 2023 available * Working on 2023-2024 * Shifting to three deadlines a year with Interactive Bulletin | | | | | | | | | | Lori | |
| **LICC Update**   * New course COMM 1620 Content Marketing | | | | | | | | | | Sarah | |
| **Web Site Update – no updates** | | | | | | | | | | Samantha | |
| **Barton Online Update – no updates** | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Sign up for Yuja trainings * OER news release – saved students $500,000 | | | | | | | | | | Claudia | |
| **Academic Development Center Update – no updates** | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Last Call for Surveys for Survey Load Calendar (have confirmed all KNOWN surveys, not much response to requests for new or unknown) * Progress/Procedure for Data Dictionary Update (sources and outdated definitions) * Committee List Updates (in progress) * Partnership List Turnover (coming soon) * Internal Webpage where all this info will live <https://internal.bartonccc.edu/institutional-effectiveness> | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * Catalog updates due March 3 | | | | | | | | | | Angie | |
| **Instruction Update**   * Added an evening welding class | | | | | | | | | | Elaine | |
| **Next meeting March 8, 2023** | | | | | | | | | |  | |