

# Barton Yearly College Plan 2012-2013

Goals appear by area in the following order:

1. Athletics
2. Business Services
3. Grants
4. Institutional Advancement
5. Information Services
6. Student Service & Instruction
  - a. Academics
  - b. Distance Learning
  - c. Fort Riley Learning Services & Military Operations
  - d. Learning Resources
  - e. Student Services
  - f. Technical Education
  - g. Workforce Training & Community Education

**Strategic KPI Categories:**

A = AQIP Categories

H = HLC Accreditation Criteria

P = KBOR 2020 Pillars & Performance Indicators

S = Barton Success Plan

## **Barton Success Plan**

1. Maximize student learning and success
2. Take full advantage of educational opportunities with service regions
3. Facilitate a culture of innovation, excellence and quality improvement
4. Ensure efficient management and stewardship of resources

## BOT END's

- B1. **Essential Skills**
  - B1a. Academic program skills
  - B1b. Workplace skills
  - B1c. Life skills
  - B1d. Necessary remediation
  
- B2. **Work Preparedness**
  - B2a. Workplace entry skills and knowledge
  - B2b. Ethics, discipline, & collaborative skills
  - B2c. Advancement skills and knowledge
  
- B3. **Academic Advancement**
  - B3a. Transfer prerequisites
  - B3b. Transfer requirement knowledge
  - B3c. Transfer success preparation
  - B3d. Transfer degree attainment
  
- B4. **Personal Enrichment**
  - B4a. Cultural activity experience
  - B4b. College activity experience
  - B4c. Extra-curricular programs & activity opps
  
- B5. **Barton Experience**
  - B5a. Student self-reported satisfaction
  - B5b. Student identification of significant personnel
  
- B6. **Regional Workforce Needs**
  - B6a. Strategy identification
  - B6b. Resource organization
  - B6c. Partnership development
  - B6d. Economic development leader
  
- B7. **Service Regions**
  - B7a. Compatible with college mission
  - B7b. Aligned with available resources
  - B7c. Maximizes revenues and minimizes expenses
  - B7d. Minimize local tax reliance
  - B7e. Compliment student learning services growth

## B8. **Strategic Plan**

- B8a. College mission achieved
- B8b. Accreditation requirements realized
- B8c. KBOR expectations attained
- B8d. Measurable goals and objectives

## HLC Accreditation AQIP Categories

- A1. Helping Students Learn
- A2. Accomplishing Other Goals
- A3. Understanding Stakeholders' Needs
- A4. Valuing People
- A5. Leading and Communicating
- A6. Supporting Institutional Operations
- A7. Measuring Effectiveness
- A8. Planning Continuous Improvement
- A9. Building Collaborative Relationships

## HLC Criteria

- H1. Mission & Integrity
- H2. Preparing for the Future
- H3. Student Learning & Effective Teaching
- H4. Acquisition, Discovery, and Application of Knowledge
- H5. Engagement & Service

## KBOR 2020 Strategic Plan Pillars & Performance Agreement Indicators

- P1. Educational Systems Alignment (K-16)
- P2. Robust Participation in the Higher Education System
- P3. Increased Student Persistence & Credential Production
- P4. Focus on Learner Outcomes for Work & Life Success
- P5. HE Alignment with the Kansas Economy
- P6. Regent School Reputation Enhancement (DNA to CC's)

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Business Services  Mark Dean	5	A3, A4, A6, A8  H1  S4	1. Research and implement a rental book and eBook program for the campus bookstore. This would include an electronic book voucher system for our on-campus students.	1. Research Vendors	7/1/2012	1.
				2. Make vendor selection	8/1/2012	2.
				3. Implement rental & eBook website	8/13/2012	3.
				4. Develop online voucher system for F2F students	10/1/2012	4.
	5	A3, A4, A6, A8  H1  S3, S4	2. Set-up and implement Higher One's OneDisburse payroll service to issue student paychecks.	1. Set-up/revise Banner payroll process(es), payroll procedures, and Higher One requirements for the OneDisburse payroll service.	10/1/2012	1.
				2. Implement the OneDisburse payroll service.	3/1/2013	2.
		A6, A8  S3, S4	3. Research/review, set-up and implement imaging of HR documents through the Banner Data Management System.	1. Research/review the Banner Data Management System	7/1/2012	1.
				2. Set-up the HR rules in the Banner Data Management System.	1/1/2013	2.
				3. Implement the Banner Data Management system for imaging of HR documents.	3/1/2013	3.

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Grants Cathie Oshiro	1, 2, 6, 7, 8	A1, A2, A6, A8, A9	1. Increase the number foundation applications by at least 5% over 2012.	1. Identify area of need, foundation, and project. Develop proposal and submit. Project 1	Oct 2012	1. A) August 2012 – Barton Fine Arts Auditorium Project B) Target: Sunderland Foundation C) Submission :
		H2, H3		2. Identify area of need, foundation, and project. Develop proposal and submit. Project 2	Feb 2013	2.
		P2, P3, P4, P5		3. Identify area of need, foundation, and project. Develop proposal and submit. Project 3	May 2013	3.
	1, 2, 6, 7, 8	A1, A2, A6, A9	2. Increase the number of private, state, and/or federal applications by 2.5% over 2012.	1. Identify new area of need, project, and funding source. Develop proposal and submit.	Mar 2013	1.
		H2, H3		2. Identify new area of need, project, and funding source. Develop proposal and submit.	May 2013	2.
	1, 2, 6, 7, 8	P2, P3, P4, P5	3. Submit a proposal to articulate one career pathway that begins with ABE or ESL and continues to a college-level certificate and beyond.	1. Career pathway identified	Dec 2012	1.
		S1, S2, S3, S4		2. Programmatic goals and objectives identified	Feb 2013	2.
		A1, A2, A6, A9		3. Strategic plan developed	Mar 2013	3.
		H2, H3		4. Proposal submitted	Apr 2013	4.
	1, 2, 6, 7, 8	P2, P3, P4, P5				
		S1, S2, S3, S4				

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<p style="text-align: center;"><b>Institutional Advancement</b></p> <p style="text-align: center;"><b>Darnell Holopirek</b></p>	8	A3, A8, A9 P1, P2, P3	<p>1. Work with an external advisory group to research new Career Technical programs</p>	<p>1. Hire a 3<sup>rd</sup> party Project Consultant.</p>	10-01-12	1.
				<p>2. Implement strategies &amp; devise plan for implementation of new programs (certificate or degree) and a facility to house the training</p>	01-01-13	2.
				<p>3. Report out to the advisory group as progress is being made by the consultant and the College.</p>		3.
	8	A1, A2, A3, A4, A6, A8, A9 H1, H2 S3, S4	<p>2. Implementation of a 2011-2012 Strategic Plan to direct Institutional Advancement activities while enhancing the college strategic planning efforts.</p>	<p>1. Annual production of the planning document which aligns with the overall college plan</p>	10-1-12	1.
				<p>2. Monthly monitoring of the plan</p>	On-going	2.

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<p style="text-align: center;"><b>Information Services Area</b></p> <p style="text-align: center;"><b>Charles Perkins</b></p>	B7	A6, A8, A9 H2 P3	1. Setup Fort Leavenworth network connectivity and other information services related issues	1. Establish basic internet connection	9-12	1.
				2. Put wireless throughout area	11-12	2.
				3. Upgrade to fiber connection and install phones connected to Barton Campus	2-13	3.
	B7, B8	A6, A7, A8 H2, H5 P3, P5	2. Institutional Research unit within the Information Services Department could provide research services helpful to the creation and enhancement of career technical programs. Tasks associated with this suggested collaboration include: Kansas Board of Regents Research – identification of “like” programs and associated enrollments; Kansas Department of Commerce Research – identification of industrial trends, growth opportunities, etc.; Kansas Department of Labor Research – identification of employment trends, target audiences, etc.; The opportunity to have a centralized source for this information and data would enhance continuity and accuracy as it applies to applications, reports and overall strategic decision making.	1. Train new researcher for project	11-12	1.
				2. Begin using new reporting tool from KBOR	3-13	2.
				3. Produce first report for review	4-13	3.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p>FR Learning Services &amp; Military Operations Division</p> <p>Gene Kingslien</p>	1	A1, A2, A3, A7 H3, H4 P3, P4 S1, S3	1. Increase student retention in LSEC program courses from enrollment to drop date.	1. Enhance student – instructor interaction by having instructors communicate times the instructor is available to visit, advise, and assist the students with academic and college related issues.	Dec 2012	1.
				2. Identify students not attending class each cycle and provide advising and tutoring for the students.	Jun 2012	2.
	1	A1, A2, A3, A7 H3, H4 P3, P4 S1, S3	2. Improve the success rate (GPA, reduction in drops) of personnel using Tuition Assistance and/or Veterans Assistance (GI Bill). Focus will be on the veterans and military personnel.	1. Increase focus on student’s performance by providing the TA/VA students with GPA from 1.5 to 2.0 with a specific instructor as an advisor.	Dec 2012	1.
				2. Compare success rate (GPA, reduction in drops) between Fort Riley students and students with TA/VA. Based on the results, we will have briefings and information sessions for Fort Riley students, to assist improving rates for each cycle.	Jun 2012	2.

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<p>Technical &amp; Military Education Division</p> <p>Bill Nash</p>	6	A2, A3 H2	1. Stand up Barton's OSHA Training Institute	1. Establish OTI Training Schedule (3-4 classes scheduled per quarter)	January 2013	1.
	6	A2, A9 H2	2. Expand the OSHA Program	1. Establish satellite OSHA partnerships in Kansas; develop and sign MOUs with 2 satellite operations	May 2013	1.
	6	A3, A9 H2	3. Formalize Fort Leavenworth Military Operations	1. Establish Military Schools MOU; develop and sign MOU with Fort Leavenworth	May 2013	1.

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<p><b>Workforce Training and Community Education Division</b></p> <p><b>Elaine Simmons</b></p>	1, 2	A9 H2 P3	1. Design and implement a model to serve area high schools with the benefits of SB #155	1. Develop pilot model with Great Bend High School to implement on-site, on-campus and online offerings – targeting spring 2013 and academic year 2013-14	October 1 (spring offerings)  December 1 (2013-2014 offerings)	1.
		S1 & S3		2. Forecast enrollment impact in conjunction with high school 2013-14 enrollment.	April 1	2.
	2, 6	A3, A8, A9 H5	2. Develop & update career technical programs to meet agency, industry and community requirements and needs	1. Collaborate with stakeholders to identify potential program enhancements.	On-going	1.
		P3, P5 S3		2. Identify and implement changes in program curriculum resulting from stakeholders input.	On-going	2.

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Academic Division  Rick Abel	1	A1, A2, A3, A7, A8  H3, H4  P3, P4  S1, S3	1. Enhance Developmental Education (DE) Services	1. Enhance the pass rate of students completing individual DE courses	June 2013	1.
				2. Improve the retention of DE students pursuing DE coursework	June 2013	2.
				3. Compare the success rate (pass and retention) of DE students enrolled in traditional and re-designed DE sections	June 2013	3.
	1	A1, A3, A7, A8, A9  H2, H3, H4  P3, P4  S1, S3	2. Enhance the Fine & Performing Arts program (Art, Music, Theatre, Dance)	1. Increase the enrollment for all F & PA classes	June 2013	1.
				2. Improve the retention of students pursuing A.A. degrees in F & PA leading to completion of program of study and successful transfer.	June 2013	2.
				3. Increase the number of College to University articulation agreements for F & PA students	June 2013	3.

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<p style="text-align: center;">Student Services Area</p> <p style="text-align: center;">Angie Maddy</p>	5	P3	<p>1. Further formalize/ Centralize student &amp; stakeholder feedback (“complaint”) process for ease of tracking and follow up.</p>	<p>1. Establish revised feedback mechanism</p>	<p>October 1, 2012</p>	<p>1.</p>
				<p>2. Provide aggregated summary of feedback to President’s staff or other appropriate group</p>	<p>March 1, 2012</p>	<p>2.</p>
			<p>2. Communication Enhancement Plan – Financial Aid</p>	<p>1. Implement proactive process to contact all FA students when their application is received by the institution and provide institutional orientation to the FA process</p>	<p>Oct. 1, 2012</p>	<p>1.</p>
				<p>2. Continue FA orientation information by way of monthly newsletters to FA students who opt in</p>	<p>Nov. 1, 2012</p>	<p>2.</p>

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<p style="text-align: center;"><b>Distance Learning</b></p> <p style="text-align: center;"><b>Ange Sullivan</b></p>	1, 7	A1, A9 P2, P5 S1, S2	1. Enhance online course efficiency and delivery	1. Increase enrollment through partnership with area tech college and explore other partnerships with tech colleges.	January 2013	1.
				2. Increase enrollment of high school students through SB #155	June 2013	2.
				3. Increase online student retention by 2% from course start date to course end	June 2013	3.
				4. Research and implement other course delivery methods (correspondence, intersession, and non-credit courses)	June 2013	4.
	8	A6, A7, A8 S3, S4	2. Solidify processes and process steps for BOL activities	1. Create workflow of all processes of Bartonline course delivery	December 2013	1.
				2. Review and refine eCertification processes	January 2013	2.

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<p>Learning Resource Center</p> <p>ReGina Reynolds-Casper</p>	3	A3 H3 P4 S3, S4	1. Provide resources for faculty to use for f2f, hybrid, and online course shells.	1. Provide access to electronic library comic as an information literacy tool.	Jan. 2012	1.
				2. Transfer information literacy tutorials to e-companion common content.	Oct. 2012	2.
				3. Create a depository of YouTube information literacy videos, creating customized videos upon faculty request.	Apr. 2013	3.
				4. Survey faculty need, and develop a plan to provide online and print resources as appropriate.	Feb. 2013	4.
	3, 4, 5	A3 H5 S3	2. Increase LRC cultural experience opportunities for students, faculty, and staff.	1. Develop and implement a calendar of library events for students, faculty, and staff to take advantage of.	Sept. 2012	1.
				2. From September 2012 to April 2013 increase participation (attendance) in library events by 25% above last year's monthly average of 165 participants.	Apr. 2013	2.
				3. Solicit suggestions and develop proposals for change which would enhance the culture for students, faculty, and staff.	Apr. 2013	3.
				4. Create events using the resources of Cohen Center and College Archives.	Jan. 2013	4.

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<p style="text-align: center;"><b>Athletic Department</b></p> <p style="text-align: center;"><b>Trevor Rolfs</b></p>	<p style="text-align: center;">4, 5, 6, 8</p>	<p style="text-align: center;">A1, A2, A3, A4, A5, A6, A8, A9</p> <p style="text-align: center;">H1, H3, H5</p> <p style="text-align: center;">S1, S3</p>	<p>1. Facilitate HS/JH school athletic events taking place on the college campus to promote community/recruitment of future student athletes.</p>	<p>1. Host HS girls' basketball tournament on Barton CC campus.</p>	<p>January 2013</p>	<p>1.</p>
				<p>2. Host JH track meet on Barton CC campus</p>	<p>April 2013</p>	<p>2.</p>
				<p>3. Host HS track meet on Barton CC campus</p>	<p>April 2013</p>	<p>3.</p>
			<p>2. Develop strategic plan for improvement of athletic facilities</p>	<p>1. Identify the intended outcome</p>	<p>November 2012</p>	<p>1.</p>
				<p>2. Organize planning team</p>	<p>November 2012</p>	<p>2.</p>
				<p>3. Identify needs (needs assessment)</p>	<p>February 2013</p>	<p>3.</p>
				<p>4. Establish Priorities</p>	<p>May 2013</p>	<p>4.</p>