



HLC Accreditation Evidence

Title: Board END 6 Report

Office of Origin: Vice President of Instruction

Board END 6 Barton Services and Regional Locations

The College Mission will be supported by the strategic development of Barton service and regional locations.

- Services and locations will be compatible to the institutional mission of the College.
- Services and locations will be in accordance to available resources.
- Services and locations will maximize revenues and minimize expenses
- Services and locations will minimize local tax reliance.
- Services and locations will compliment growth of student learning services.

This END report will focus on Dean Anderson, Dean Simmons, and Dean Nash. The Dean of Academics report is reflected in END 4 "Barton Experience".

Fort Riley & Fort Leavenworth END #6 - Barton Services & Regional Locations-Dean Ashley Anderson

1. Compatibility of Services and Locations to Instructional Mission of College:

- a. Barton is the largest member of the entire Consortium of nine colleges. We anticipate over 125 students to walk in graduation; this is approximately the size of all other schools in the consortium combined.
- b. Team members are cross trained in many areas to assist students more effectively and participate in ongoing professional development. Faculty members have qualifying credentials required to teach (per HLC Guidelines), and truly enjoy giving back to the Soldier and Family Member, Veteran, Retiree, or DOD employee. This year the first full-time instructor was hired for the Fort Leavenworth operation.
- c. The LSEC (Leader Skill Enhancement Course) program is unique at both locations and offered nowhere else in the world. We are able to scholarship classes and books to any participating student during this day program. Our classes are not semesters, rather catered to the Army needs of shorter classes (objective is to keep the Soldiers in class the least amount of time possible). Students are able to complete their Associate degree in one year if they adhere to their degree plans and do not take time off. Last, LSEC offers every class needed, so essentially the student is getting an Associate degree at no cost to them. This has been extremely successful over the years and does not appear to be slowing down.
- d. The main office for Military Academic Services is a one stop shop for all students. They are able to meet with their advisor, sign up for classes, meet with Financial Aid, talk to their Veteran Administrative Representative, visit with the Dean, pay any past due balances, and walk down the hall to Education Services should they need any additional information or assistance.

2. Locations are aligned in accordance to available resources:

- a. Military Academic Services in Fort Riley and Fort Leavenworth are both located in the heart of the Installations. New Soldiers and family members coming to Fort Riley must go through a series of events before "signing in to" to their Unit (called in-processing). One of these events is a briefing by the Education Center on Barton and programs in LSEC, BSEP (Basic Skill Enhancement Program for Active Duty Only) and Night College.
- b. Barton's Military Academic Services programs are designed with the Soldier's needs in mind. We have been granted a large amount of space by the Army in order to achieve our goals, but more importantly the goals of the Soldier and family members. Most of our students live on

the installations, with some living in the general vicinity and can get to classes quickly even on a large Military Installation such as Fort Riley.

- c. Fort Riley and Fort Leavenworth work closely with the Education Centers to ensure we are utilizing all available resources such as class space, technology, office space. The Fort Riley main office moved last July into a new building; which this office space was fully furnished and given to Barton free of charge. All staff have new office areas, desks etc., to assist in the overall customer experience.

3. Locations & Services will maximize revenues and minimize expenses:

- a. Schedules are created in accordance with not only the students in mind, but also utilizing the most cost efficient means: Instructors, books and enrollments are watched closely to ensure the students are in the correct classes according to their degree plans; Instructors are not exceeding their course load limits causing us to pay overload monies, and books are returned in a proper manner.
- b. The budget for Ft. Riley and Ft. Leavenworth are watched closely and maintained by the Dean; however staff in both locations are all aware of expenses to be monitored including book costs and office/instructor supply orders.
- c. We have initiated a new form of creating schedules for the students/instructors by utilizing past data, information coming in from advisors (student needs), student surveys and weekly talks with the Education Services Officer. All of these streams of information help mold the schedules each cycle which in turn minimizes expenses.

4. Services and Locations compliment growth of student learning services:

- a. The Barton Fort Riley and Fort Leavenworth staff receive high praise from outside vendors, instructors and students over the past year. We have developed a cohesive unit that are cross trained and can assist each other in most aspects of their positions.
- b. Over the past 18 months, Barton has formed a unique relationship with the Education Centers of Fort Riley and Fort Leavenworth. In Fort Riley, the Education Services Officer meets with the Dean a few times a week to discuss processes and services. This is a relationship that has not been experienced before, however it has served both teams well. There are in-service meetings often between the two offices as the CSR's/Advisors at Fort Riley work closely with the Counselors and Support Staff of the Education Center. All of these create a happier, friendlier, more enticing environment for all of our students, which ultimately drives Student Success.

**Workforce Training & Economic Development Division (WTCE)
END #6 - Barton Services & Regional Locations-Dean Elaine Simmons**

The division utilizes the following approaches to align with Barton's mission statement and to ensure the institution is providing innovative programs delivered with quality services, experiences and resources.

- Industry advisory boards
- Unique partnerships
- Environmental scanning for opportunities
- Monitor the competition
- Develop and gain approval for unique career technical programs

- Provide industry credential opportunities for students
- Dedicated searches to identify good employee fits
- Support professional development experiences for faculty and staff
- Customer service
- Annual program reviews
- Provide educational options in a variety of formats and locations including fully online programs available to students world-wide

Fiscal responsibility is one of the division's strategic goals. The following represent methods to implement and/or maintain programs within fiscal and resource limitations.

- Cultivate partnerships which yield financial support
- Seek grant opportunities
- Identify training contracts that align with current resources, skills and abilities
- Program reviews Including fiscal reports
- Utilize program budgeting to price beyond standard college tuition & fee prices
 - Student fees
 - Non-credit fees
 - Registration fees
- Identify possible restructure options
- Recognize strength, skills and network opportunities across the division's workforce

The division serves an instructional role within the institution; however, student service must accompany education and training – whether direct customer service and/or college services available to all students regardless of location, program and/or venue. Examples include:

- Assessment for course placement is conducted with high school students taking advantage of early college opportunities as well as student inmates at correctional facilities
- All WTCE faculty and select staff positions serve as program advisors.
- Advisement opportunities are now available for high school students.
- Participation in College's PTP committee - a cross sectional team of instruction, public relations, institutional research, admissions and student services members.
- Students Services personnel are invited to participate in division activities specific to recruitment/retention, high school advisement, career fair, etc.

Technical and Military Outreach

END #6 - Barton Services & Regional Locations-Dean Bill Nash

1. The Technical and Military Outreach Department uses the following criteria to insure services and locations are compatible with the college mission.
 - a. Develop one of a kind programs that are regionally and nationally recognized.
 - b. Partner with national and regional organizations.
 - c. Provide nationally and regional recognized certifications for staff and faculty.
 - d. Faculty and staff participate in regional and national conferences and workshops as well as serve on regional and national advisory boards.

2. The Technical and Military Outreach Department uses the following criteria to insure resources are available.
 - a. Program coordinators and directors use check lists and cost /revenue worksheets for contract and credit classes.
 - b. Many faculty and staff are functional experts in several different programs (cost/revenue sharing).
 - c. Bi monthly departmental meetings allow planning and resource allocation across the department.

3. The Technical and Military Outreach Department uses the following criteria to insure fiscal responsibility.
 - a. Program coordinators and directors prepare and brief quarterly program reviews.
 - b. All expenditures are revenue driven.
 - c. Department has never exceeded 95% expenditure of allocated budget.
 - d. Contract training and services (non-credit) provide revenue stream for department and college.

4. The Technical and Military Outreach Department uses the above/following to insure local tax reliance is considered.
 - a. Leverage national consortiums and partners to provide outside funding for equipment and professional development.
 - b. Contract/services revenue is used to fund unscheduled/budgeted training/services.
 - c. Department is a profit center for the college.

5. The Technical and Military Outreach Department uses the following criteria to insure student learning services can accommodate growth.
 - a. New student services requirements are identified and addressed in monthly Deans meetings.
 - b. Administrative and enrollment staff are cross trained to assist during peak enrollment and during personal absence.

Respectfully Submitted:

Dean Ashley Anderson – Fort Riley & Fort Leavenworth
Dean Bill Nash – Fort Riley Technical Education & Military Outreach
Dean Elaine Simmons – Workforce Training