



HLC Accreditation Evidence

- PTP Meeting Notes Example

URL:

Office of Origin:

- Vice President of Instruction


Contact(s):

- Vice President of Instruction


AGENDA/MINUTES	
Team Name	Programs, Topics & Processes (PTP)
Date	9/15/2022
Time	8:30 – 10:00 am
Location	Zoom https://zoom.us/j/5354602075


Facilitator	Elaine Simmons				Recorder	Sarah Riegel	
Team members						Present X	Absent O
<input type="radio"/>	Whitney Asher	<input checked="" type="checkbox"/>	Erin Eggers	<input type="radio"/>	Karen Kratzer	<input checked="" type="checkbox"/>	Angel Morgan
<input checked="" type="checkbox"/>	Chris Baker	<input checked="" type="checkbox"/>	Mary Foley	<input checked="" type="checkbox"/>	Abby Kujath	<input checked="" type="checkbox"/>	Jose Palacios
<input checked="" type="checkbox"/>	Janet Balk	<input checked="" type="checkbox"/>	Lindsay Holmes	<input checked="" type="checkbox"/>	Karly Little	<input checked="" type="checkbox"/>	Myrna Perkins
<input checked="" type="checkbox"/>	Krystall Barnes	<input checked="" type="checkbox"/>	Brian Howe	<input checked="" type="checkbox"/>	Angie Maddy	<input checked="" type="checkbox"/>	Samantha Stueder
<input checked="" type="checkbox"/>	Megan Chambers	<input checked="" type="checkbox"/>	Judy Jacobs	<input checked="" type="checkbox"/>	Claudia Mather	<input checked="" type="checkbox"/>	Laura Stutzman
<input checked="" type="checkbox"/>	Matt Connell	<input checked="" type="checkbox"/>	Erika Jenkins-Moss	<input checked="" type="checkbox"/>	Wendy Miller	<input checked="" type="checkbox"/>	Kurt Teal
<input type="radio"/>	Tana Cooper	<input checked="" type="checkbox"/>	Stephanie Joiner	<input checked="" type="checkbox"/>	Jeff Mills		
<input checked="" type="checkbox"/>	Lori Crowther	<input type="radio"/>	Kathy Kottas	<input type="radio"/>	Todd Mobray		
Ex-Officio members							
<input type="radio"/>	Nicole Berger	<input type="radio"/>	Michelle Kaiser	<input type="radio"/>	Dee Ann Smith		
<input type="radio"/>	Sasha Bingaman	<input checked="" type="checkbox"/>	Denise Schreiber				
Topics/Notes						Reporter	
Follow-Up Items:							
<ul style="list-style-type: none"> • Transition to ArmyIgnited – switched over to 2.0 system, starting to get TA requests for Oct • Student Information in Banner <ul style="list-style-type: none"> o Ongoing issue with student personal information (address, email, phone number) being outdated o Discussion items: <ul style="list-style-type: none"> ▪ 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? o Workgroup to discuss (Michelle, Laura, Angie, Lori, Tana, Abby, Erika, Amy Oelke) <ul style="list-style-type: none"> ▪ There are three items students need to agree to/acknowledge. These pop-up after a student has applied but before they enroll. <ul style="list-style-type: none"> • Student financial responsibility statement <ul style="list-style-type: none"> o 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) 						Abby	
						Lori/Laura/Michelle	

<ul style="list-style-type: none"> ▪ Students in good standing (minimum 2.5 grade point average) may appeal to take an additional six credits per semester. Student appeals may be submitted via an electronic form. ▪ Appeals must be submitted a minimum of 10 business days before the desired course(s) begin. Upon receipt, the request will be researched and considered with a final decision made no later than five days before the course(s) begin. ▪ Appeals will route to the VP's Office; representatives will route to the applicable Dean. ○ New Form - https://forms.office.com/r/DXTUEejyGu ○ Implementation Timeline – Spring 2023 ○ Promotion of Guidelines <ul style="list-style-type: none"> ▪ Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other ○ Automated process for monitoring student enrollment within the maximum course enrollment guidelines ○ Discussion from 6/8 meeting: self-enrollment challenges (Karen) ○ Discussion from 6/8 meeting: advisor notification of change in enrollment (Angie/Wendy/Judy) – available report (Lori)? • Change of Major Form <ul style="list-style-type: none"> ○ The current form is updated (Zach) ○ Agreement form should be shifted to new form format ○ No current way to have the form automatically update from Banner ○ Karen/Zach met 	
<p>Curriculum Guides</p> <ul style="list-style-type: none"> • Short term workgroup to discuss future guides to potentially include semester guides, guides for full-time and part-time students, legends, etc. <ul style="list-style-type: none"> ○ Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford, Shanda Mull • Brian created a couple draft templates for Kathy's areas to review 	Elaine/All
<p>2022-2023 Curriculum Guide Review</p> <ul style="list-style-type: none"> • Review process to start Fall 2022 <ul style="list-style-type: none"> ○ 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 ○ February 1 to April 1 – Advisor training (Karen) ○ March 1 – Guides posted on the web – effective for Fall 2023 	
<p>Enroll Now Webpage</p> <ul style="list-style-type: none"> • There are two different Enroll Now pages on the website: one is for online students and one if for all students • Interest is to unify the pages or at least have the same formatting • Samantha is working with the web vendor on this – hopeful to complete this by mid-summer • Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin, Angie 	Tana

<ul style="list-style-type: none"> • AA Liberal Studies with an emphasis in Dance Instruction and Management <ul style="list-style-type: none"> ○ Effective date – Spring 2023 ○ Campus location – Barton County(GB) ○ Curriculum guides (Sarah) – Done ○ CIP code (Sarah) – 13.1324 ○ Major code (Lori) – 1311 ○ Banner/Degree Works (Lori) – Done ○ Advisor assignment/notification (Karen) – Danika needs advisor training ○ Programs of Study page (Samantha/Brian) ○ Web updates (Samantha) ○ Admissions application (Tana) ○ Change of Major form (Advisement) ○ Internal promotion (Brian) ○ External promotion (Communications) 	
<p>CAM Update – Welding</p>  <p>Welding Executive Summary.docx</p> <ul style="list-style-type: none"> • Expanding welding program into 3 exit points • Effective date – Fall 2023 • Campus location – Barton County(GB) • Curriculum guides (Sarah) • 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 (Myrna) – in initial review as of 9/15/22 • Internal promotion (Mary) • External promotion (Communications) 	Mary
<p>Pratt Nursing – PN Program</p> <ul style="list-style-type: none"> • PCC wants Barton to offer the PN program as well (Fall 2023) • Plan to have this approved by KSBN by December (no ACEN approval needed) • KSBN approved • Site visit is 10/21/22 	Kathy/Chris
<p>KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded</p> <ul style="list-style-type: none"> • Goal is 946 for 2022-2023 (total for 2021-2022 was 981) <ul style="list-style-type: none"> ○ 7/13 = 47 (last year 80) ○ 8/10 = 83 (last year 181) ○ 9/15 = 132 (last year 214) • Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) 	Jeff/Jose

<ul style="list-style-type: none"> ▪ Will these pop up every time a student enrolls? ▪ Use Nex Gen Dynamic Forms, a vendor that builds dynamic forms that has an API to Cash Net built in and works with Banner (Michelle) <ul style="list-style-type: none"> • Cash Net Solution in Beta <ul style="list-style-type: none"> • FLAC 9 Training <ul style="list-style-type: none"> o Training in Zoom sessions o Brooke Cook will review the changes and update the FLAC group o There will be some new FLAC users that will need training (there are training videos available) o Draft training document review – Renetta Furrow, Angel Morgan, Lindsay Holmes, Brian, Kurt and Kathy will review document prior to rolling out o There are many new users and some old users that need updated training • Programs of Study <ul style="list-style-type: none"> o Programs of study table was in the catalog (didn't include it this year); but it's not available on our website anymore o Discuss table; functionality and need; system to put together so it's current o Myrna sent out an updated approved locations document – HLC has a new platform by which colleges request changes to locations – HLC is working on a program inventory per institution o Workgroup: Samantha, Brandon, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Kurt and Elaine o Group met in May; Samantha shared several updates that lean towards supporting the availability of the table – update: haven't worked on anything with web vendor since May; ready to work on it now • Student Maximum Course Enrollment Guidelines <ul style="list-style-type: none"> o The minimum load for full-time student status is 12 credits; however, Barton encourages students to enroll in at least 15-16 hours per semester to meet graduation requirements within two years. Degrees have varying credit hour requirements; thus, students should work closely with their advisor to identify their degree's requirements. Full-time status for financial assistance is 12 hours per semester. A student may receive partial financial assistance for part-time status. o Recognizing the importance of a student's success includes academic performance, integrity practices and a robust college experience, the maximum student course enrollment is as follows: <ul style="list-style-type: none"> Fall/Spring Semesters 21 credits – maximum course load; requires no permission Summer Semester 15 credits – maximum course load; requires no permission o Exceptions <ul style="list-style-type: none"> ▪ Students enrolled in Barton's Fort Leavenworth and Fort Riley LSEC program are limited to three classes per cycle. There are three cycles per fall and springs terms; therefore, nine classes are allowable during the fall and an additional nine classes are available during the spring. There is only one cycle during the summer term. ▪ Students enrolled in accelerated programs. o Appeal Process 	<p style="text-align: center;">Michelle</p> <p style="text-align: center;">Angie/Myrna/Elaine</p> <p style="text-align: center;">Elaine</p>
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<ul style="list-style-type: none"> o Team met and it opened a can worms on what our processes actually look like so there will be a follow up meeting – more to come 	
<p>Case New Holland (CNH) Top Tech Program</p>  <p>CNH Executive Summary.docx</p> <ul style="list-style-type: none"> • Submitted to KBOR • 27% of funding is identified • Effective date – Fall 2023 • Campus location – Barton County(GB) • Curriculum guides (Sarah) • 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) 	<p>Mary</p>
<p>CAM Update – Networking Security Specialist (Cyber Security)</p> <ul style="list-style-type: none"> • KBOR – Done • HLC/Dept of Ed (Myrna) – Approved • Effective date – Fall 2022 • Campus location – GVP/FR/FL/Online/Barton County(GB) • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 11.0901 • Major code (Lori) – 5150 • Banner/Degree Works (Lori) – Done • Advisor assignment/notification (Karen) – Cristi Gale • Programs of Study page (Samantha/Mary) – Done • Web updates (Samantha) – Done • Admissions application (Tana) – Done • Change of Major form (Advisement) – Done • Internal promotion (Mary) – Done • External promotion (Brandon) [Network Security Specialist, would you like a career in Cyber Security] – Done • Next-tech scholarship (Mary) 	<p>Mary</p>
<p>Dance Instruction and Management</p> <ul style="list-style-type: none"> • New certificate and AA <ul style="list-style-type: none"> o Certificate is not a KBOR recognized certificate; can lead into the AA, but completers may not be submitted to KBOR o What process are we going to use to award the certificate? <ul style="list-style-type: none"> ▪ Set up a certificate code on our end that would appear on transcripts stating the student completed the emphasis requirements 	<p>Brian</p>

<p>Bulletin of Classes Swim Lane Deadlines</p> <ul style="list-style-type: none"> • Still available on the T drive • Fall 2022, Spring 2023, Summer 2023 available • Working on 2023-2024 • Shifting to three deadlines a year with Interactive Bulletin • Lori will start sending reminders – email sent 9/12 	Lori
<p>General Education Project</p> <ul style="list-style-type: none"> • KBOR General Education Project • Final Documentation Received; implementation fall 2024 • Dean Howe will submit comments/recommendations to Dean’s Council, LICC and PTP 	Elaine/Brian
<p>LICC Update – n/a</p>	Sarah
<p>Web Site Update</p> <ul style="list-style-type: none"> • Common content project should be finished by the mid-October 	Samantha
<p>Barton Online Update</p> <ul style="list-style-type: none"> • Working on Summer 2023 scheduling 	Claudia/Erin
<p>Center for Innovation & Excellence Update</p> <ul style="list-style-type: none"> • Announced the funding opportunities selections • Employee education update provided to the BoT 	Claudia
<p>Academic Development Center Update</p> <ul style="list-style-type: none"> • Busy working with international students this semester • Cougar Conversations have consistent attendance and great feedback on the STEM Fridays 	Stephanie
<p>Institutional Effectiveness Update</p> <ul style="list-style-type: none"> • Working on annual KBOR reports 	Todd
<p>HLC/Department of Education Update</p> <ul style="list-style-type: none"> • List of approved programs and locations with HLC and the Dept of Ed 	Myrna
<p>Student Services Update</p> <ul style="list-style-type: none"> • Assigning advisors has come up through our EAB audit 	Angie
<p>Instruction Update</p> <ul style="list-style-type: none"> • KBOR Performance Funding (fka Performance Agreements) <ul style="list-style-type: none"> ○ New model moves from indicator based actions to project based effective Fall 2024 ○ Institutions won’t choose projects, KBOR will determine the projects and all institutions must complete them 	Elaine

<ul style="list-style-type: none"> o First four projects: <ul style="list-style-type: none"> ▪ Degree maps/academic advising ▪ Course placement (GPA, grades) ▪ Math pathways ▪ Remediation/co-requisites • KBOR Technical Education Authority – taking a look at tiered funding model – recommendation is to reduce funding for nursing, EMT, paramedic – more to come • Kansas First Diploma First – give HS students free general education classes (9 credits) 	
<p>Next meeting October 12, 2022</p>	

ENDS:

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning

Barton Core Priorities/Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention, and completion strategies.
2. Foster excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships & public recognition of Barton Community College.

Optimize the Barton Experience

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.

Emphasize Institutional Effectiveness

5. Develop, enhance, and align business processes.