Barton Q&A
Fort Riley Campus
April 29, 2013

Dean Perkins
1. eCollege
   - Genius will be the registration/enrollment system for BartOnline
   - Working on details
   - Will change how students register for classes

VP Quinn
1. Q&A Survey Overview
   - Survey results/comments:
     o Participation
       ▪ 47% of employees at the FR Q&A desire to continue the sessions
       ▪ "Waste of time" – attendance is not required; Q&A sessions are to share information college-wide
     o "PACE comments not addressed" – focus has been on communication enhancement;
       ▪ Noted as a top concern for the college overall, and for three of four "employment status" groups (FT Faculty, Staff. & Admin): Forums, Q&A, Focus Group information collection
     o "Fear/threats" –
       ▪ Hiring and firing-established college procedures to follow; and they vet through the Chain of Command; an individual does not act alone in hiring and firing personnel
       ▪ Any time an employee feels threatened, he/she is to use the Chain of Command & Problem Resolution (Procedure 2452) if necessary
     o "Wish the audience comments were more professional" – it is my hope that we all conduct ourselves professionally, in both our comments and behaviors
     o Comments on the spot – totally welcome; providing in advance allows for more thorough answers
     o Requested meeting recording for later access – Janae Svoboda will serve as scribe and post a summary for all Q&A sessions -- VP website
     o Nice method of getting information, and building connections with people
2. Other Procedures
   a. Telecommuting (Procedure 2492)
      i. Supervisors need to ensure each telecommuting arrangement is reviewed annually

        ii. Supervisors must reinforce the need for confidentiality of information, materials, and web-based information

   b. Anti-Harassment (Procedure 2122)
      i. Reminded audience that all employees are protected from Harassment
      ii. Identification of development of a new Procedure addressing 'Hostile Work Environment'. Target date for new Procedure is Fall 2013.

3. Reverse Transfer
   a. Concept – Barton transfer students who fail to complete their Barton degree will be notified of the agreement, and encouraged to transfer back to Barton the coursework necessary to complete their Barton degree. Working on a formal agreement with WSU and FHSU.
   b. It's key that faculty & staff reinforce to students the value of completing their BCC degree. Advantages for students to complete a Barton degree were discussed.

4. KBOR-TAAC
   a. Stands for Kansas Board of Regents (KBOR) Transfer and Articulation Advisory Council (TAAC).
   b. Purpose is to ensure common learning outcomes so courses transfer better.
   c. KBOR approved Courses and learning outcomes are listed on the KBOR website.
   d. Next round of faculty driven Core Outcome meetings takes place September 27th in Manhattan.
   e. VP Quinn selected to serve on the TAAC Committee; this should speed the flow of information.
   f. For KBOR approved courses making adjustments to meet the statewide approved Core Outcomes, Deans as well as the individual instructors may bring syllabi changes to LICC (Learning & Instruction Curriculum Committee) for approval.
   g. A core outcomes statement is to be added to these courses.
      "The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents."

5. Reminder regarding Grading and Last Day of Attendance (LDA)
   a. LDA
      i. Recently a sister Kansas community college was cited and fined by HLC due to a lack of LDA record keeping.
      ii. LDA verification is a work in progress but a very important one. It is vital that tracking records are kept.
      iii. Records should be maintained for 3 years in case of an audit by HLC. Records also need to be retained with BCC if a faculty member ceases employment.
      iv. Below is a beginning list of examples that would qualify as forms of LDA justification. Other ideas/current practices may be submitted to

Myrna Perkins (perkinsm@bartonccc.edu) for verification of validity as per federal regulation.

1. Face to Face (F2F)
    a. Daily attendance roster where instructor noted who was present in a face-to-face class.
    b. Attendance roster for a study group that was required by the course.
    c. Notation of a submitted assignment by date of acceptance, if this occurred outside of a scheduled class time where attendance was kept.
    d. Notation of exam completion, if this occurred outside of a scheduled class time where attendance was kept.
    e. Email thread discussing course content between the instructor and student.
2. Online
    a. Notation of a submitted assignment by date of acceptance (captured in the course shell, as long as submitted through the course shell).
    b. Notation of exam completion, (captured in the course shell, as long as completed through the course shell).
    c. Documentation of participation in an online interactive tutorial.
    d. Email thread discussing course content between the instructor and student.
    e. Participating in an online discussion about the course content. (I assume this would be captured in the course shell as well.)
    f. Notation by the instructor that the student was provided with computer-assisted instruction.

6. Grandview Plaza Expansion
    a. Construction is taking place to allow room for new OSHA Institute status & program growth. EMS will be housed in the new expansion & OSHA will move into spaces currently used by EMS.

Dean Dean

1. Healthcare Reform:
    - New plan for healthcare reform will require BCC to change current practices
2. Other:
    - The *Flexible benefit* option will move from "WageWorks" to "BMI" mid-year due to continuing problems

Dean Maddy

1. <u>Financial Aid Fraud & Abuse</u>
   - Regulations are increasing; overall awareness is needed.
   - Though Barton has taken the lead and is already documenting with a lot of checks & balances, must keep records at a high standard in case of an audit—this applies to all courses, including BartOnline.
   - Practices used currently in some courses could be used as a model for other courses.
   - Main issue is that courses should not be self-paced.