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| AGENDA/MINTUES | |
| Team Name | Program Topics and Processes (PTP) |
| Date | September 14, 2016 |
| Time | 8:30am – 10:00am |
| Location | L-136 |

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| Facilitator/Recorder | Jenna Wornkey | |
| Topic/Notes | | Presenter | |
| PowerBI and Live Data Feed  Charles showed what is currently posted to the web. IR can customize these for anyone wanting or needing information. | | Charles | |
| MLT Curriculum Guide – executive summary  The CG will reflect PREP courses so students know they need to complete the courses before entering the program. The CG is not approved and there will be further conversation. A sub group will meet. Elaine, Myrna, Whitney, Cheryl Lippert, Jane or Kathy. | | Cheryl/Karen | |
| Environmental Lecture & Lab Required  This is a 3 credit hour course and a 2 credit hour course. All other lecture/lab courses are 5 and 0 credits. Because of online and other needs the course needs to remain as is. | | Lori/Karen/Brian | |
| FYI: Any changes in data entry (codes used, comments entered, etc.) should be immediately communicated to IR. The reports we produce can only be correct if we are informed of the addition, change, or elimination of related data in Banner. Never assume a change is minor. All changes have bearing beyond your immediate entry/usage of the data. | | Ray | |
| Show and Tell  Gainful Employment – attachment  Email to PT&P for FYI | | Myrna | |
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**KBOR/HLC/ED update**

CAM Update

<http://docs.bartonccc.edu/research/internaldata/Process%20Maps/statusupdates.xlsx>

Let’s review upcoming new projects:

* Scales - up by 12 credit hour total
* CAD – Inactivate
* Scribe – this will be a zero credit offering
* EDtoGo or EDforONLINE– company provides noncredit training as a third party vendor
* CDL – noncredit course/program offering – preliminary

Let’s discuss:

* Jenna KBOR Update
  + KHEDS cleanup
* Myrna HLC/Department of Education Update
  + Certificate OSH is pending with ED