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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | January 13, 2016 |
| Time | 8:30am – 10:00am |
| Location | A-113 |

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| --- | --- | --- | --- |
| Facilitator | Myrna Perkins | Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Codes for Preparatory Coursework StudentsA code will be added such as PC1 to the program codes listing so the students can be flagged. For reporting to KBOR there will need to be changes as this isn’t a code they use. They would be reported as NDS to the state. | Myrna |
| Transition to College AlgebraWon’t start until Fall 2017 | Elaine |
| All School District Meeting – Fall 2016This would mean bringing all the districts to campus. More to come. | Elaine |
| Upcoming Bulletin Deadlines - <http://internal.bartonccc.edu/ir/process-maps.html>Also-see attachedReady to post to the web. | Jenna |
| Phase Zero Update – progress on new approach – general remindersNo advertising until the program is approved. | Jenna/Elaine |
| Place academic calendars so it’s in chronological order!! |  |

**KBOR/HLC/ED update**

CAM Update

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

Let’s review upcoming new projects:

* Scales Technician Certificate Program In Phase 0
* MIS & Software Application Specialist Certificate Program
* Medical Scribe Certificate Program In Phase 0

Let’s discuss:

* Jenna KBOR Update
	+ OSHA is being reviews by Myrna for submission to HLC.
* Myrna HLC/Department of Education Update

HLC Locations – Jan. 13th