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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | May 10, 2017 |
| Time | 8:30am – 10:00am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| NDS project updateThere will be no hard copy change of major anymore. Karen will send an email out to the advisement group with their options. Students need to be sent back to their advisor. The form is online and should be used as so.Ray’s report – the group has identified categories within the report of students that need to be focused on. Roughly 600 students. There are too many students to resolve all. We will focus going forward. Current students will be looked at. It is our hope that Enrollment Rx will resolve most of this as it will be used for enrollment. There are also international students to look at and a few silver cougar club members.A folder is created for this document. | Elaine/Team |
| Program Closure – EMS Training Officer I and II – see attachmentTwo students have completed the courses as of Feb. Will need to phased out.  | Kathy |
| Programs of Study page additions<http://www.bartonccc.edu/pos-test> Homework: By the end of May, double check location. | Jenna |
| Update: Academic Calendar we are working to get three years approved so we are up to date with posting.Noncredit courses: New activities being discussed. Looking at adult ed.  | Elaine/ group |
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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 – pending with KBOR
* Special Education Certificate – In Phase 0
* Medical Scribe – Zero credit but almost up and running

Let’s discuss:

* Jenna KBOR Update -
* Myrna HLC/Department of Education Update - Locations