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| AGENDA/MINTUES | |
| Team Name | Program Topics and Processes (PTP) |
| Date | April 11, 2018 |
| Time | 8:30am – 10:00am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey | |
| Topic/Notes | | Presenter | |
| Medical Assistant and Medical Administrative Technology – See attached  Records Management is no longer relevant to the medical practice. Moving this to an elective would help students going forward. This is an aligned program. The course is not aligned. Approved. | | Jane | |
| Catalog Update  Close to printing. Tana emailed for a few additional things. We are waiting on admin policy changes. Cost amounts and prereq updates. | | Tana | |
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| Variable credit – A discussion was held on courses that are still listed as variable credit in the course description section of the catalog. Several of the courses are no longer variable, syllabi were updated years ago but the edits never made it to Banner. The group is going to research and compare what is listed with the master syllabus. If edits are needed they will contact Sarah. | |  | |
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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:

* None at this time

Let’s discuss:

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