|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/9/2019 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Ashley Anderson | x | Erin Eggers | x | Karen Kratzer | x | Myrna Perkins |
| x | Whitney Asher | x | Mary Foley | x | Karly Little | o | Samantha Stueder |
| x | Krystall Barnes | x | Jane Howard | x | Angie Maddy | x | Kurt Teal |
| x | Tana Cooper | x | Brian Howe | x | Claudia Mather | x | Ray Willis |
| x | Lori Crowther | o | Judy Jacobs | x | Jeff Mills |  |  |
| x | Caicey Crutcher | x | Kathy Kottas |  |  |  |  |
| Ex-Officio members |
| x | Rita Andress | o | Carol Murphy | o | Dee Ann Smith | x | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Power BI Demonstration Follow Up* About 12 people have contacted Caicey to set it up
 | Elaine Simmons |
| Update on KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded* This morning it’s at 272 (goal is 946 by the end of May)
* Each Monday Caicey puts it on data.bartonccc.edu
 | Elaine Simmons / Caicey Crutcher |
| Prerequisite List Follow Up* Requested list of all classes (Ray/Karen) – Karen asked for a list of all classes with prerequisites and placement scores –Lori has the report from Banner
* BOL list (Claudia/Lori/Ray/Karen) – need to work on between now and the next meeting
* Online students add/drop/add again – Lori and Claudia will work through this
 | Elaine Simmons |
| Curriculum Guide Follow Up* 2019 deadline is November 1 (reviewed and updated, should start in July)
* December 19 deadline (Lori)
* Industry tests – WTCE will add in 2019
* Continuing discussion – semester and full program guides
* Continuing discussion – addition of legend to guides to assist students with course sequencing and availability of classes
* Continuing discussion – guides for full-time and part-time students
* Continuing discussion – Degree Works (Planner) – using Degree Works to make an educational plan for each student
* We will make decisions on the “continuing discussion” items at the next meeting
 | Elaine Simmons |
| Bulletin of Classes Swim Lanes* Available – Summer 2019 reprint to Fall 2020 reprint
* Additional lanes
* Need to review Summer 2019 reprint and Fall 2019
* Through Spring 2021 is available on the T: drive (link on next month’s agenda)
 | Elaine Simmons / Lori Crowther |
| EduKan Update* Went to Edukan retreat in Dec
* No changes at this time in how Edukan operates
* Ester is concerned that all 4 schools are not united
* Elaine will attend a meeting on Monday
* There’s some students who are enrolling at Barton that said either Edukan or the schools that are no longer part of Edukan told them to go through Barton – both Enrollment Services and Admissions have heard this
 | Elaine Simmons |
| BOL Update – audit committee meets tomorrow* Student and faculty survey (session formats) – 48 faculty responded and 475 students responded
* AR – accounts receivable discussion with Mark Dean tomorrow
* Online student IDs – need to consider having IDs for online students due to our cheating issues
 | Elaine Simmons |
| Military Articulations<https://www.kansasregents.org/students/military/credit-for-military-alignment>* Dec 13 KBOR meeting – presentation about educational opportunities for military members
* Barton does not document our articulations for the military with KBOR
* KBOR wants a course catalog online
* Sub-committee to review our articulation agreements and have them posted on the KBOR website – Ashley Anderson, Megan Chambers, Emily Harper, Kurt Teal, Lori Crowther, Claudia Mather, Kathy Kottas, Jane Howard, Mary Foley
 | Elaine Simmons |
| Paper vs. Electronic Bulletin – keep on future agendas* Summer 2019 1st print is electronic and hard copy for summer 2019 reprint
* Do we need a paper copy?
	+ Need to have the electronic version printable
	+ Counselor’s want hard copy
	+ Issue with the hard copy is it is not updated like the electronic one would be
	+ Need to survey advisors, students, partners, etc.
	+ Need to determine what “electronic” means
 | Elaine Simmons |
| General Education Project – LICC will meet today* Next Steps for PTP: Advisement, Website, Curriculum Guides, Degree Works, Catalog, Bulletin of Classes, KBOR, etc.
* Grandfather Status
* Implementation Timeline: Implementation by April 1, 2020 – Effective 2020-2021
* LICC Subcommittee
	+ Identified General Education courses, transferability, slot courses into new format, etc.
	+ Goal is to be done by April 2019
	+ At January LICC meeting a sub-team will be established
* Concourse (New Syllabus Software) – Parallel Project
* Board Approved on 11/27/18
 | Brian Howe |
| Department of Education Update* HLC approvals – Russell HS welding program was approved by HLC
* Government shut down – FAFSA is affected somewhat, no issue with paying aid or receiving aid
 | Myrna Perkins |
| Student Services Update* Course Catalog – Tana will work with Virginia and Angie
 | Angie Maddy |
| Instruction Update* Moving to Office 365 – possibly during one of two weeks in March, could be significant emails outages for the whole week (March 18-22 or 25-29, preference is 25-29)
 | Elaine Simmons |
| Late Student Arrivals* Many requests this semester from athletes and other students
* We do have brand new students come this spring, it’s not just returning students who are late
* We will look at a finals procedure to reduce the number of students who are requesting early finals
* Elaine will let the athletic department know of the academic calendars and finals schedules to use for their student athletes
* This will be a continuing conversation
 | Elaine Simmons |

**ENDS:**

|  |  |
| --- | --- |
| ESSENTIAL SKILLS                              | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS                     | REGIONAL WORKFORCE NEEDS                        |
| ACADEMIC ADVANCEMENT              | SERVICE REGIONS |
| PERSONAL ENRICHMENT                  | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |



***Barton Core Priorities/Strategic Plan Goals***

|  |  |
| --- | --- |
| **Drive Student Success**  | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement**  | **Optimize Employee Experience**  |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |