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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/2/2019 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/my/a113barton> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| o | Ashley Anderson | | x | Erin Eggers | x | Kathy Kottas | | | x | | Jeff Mills |
| x | Whitney Asher | | x | Mary Foley | x | Karen Kratzer | | | o | | Myrna Perkins |
| x | Krystall Barnes | | x | Jane Howard | x | Karly Little | | | x | | Samantha Stueder |
| o | Tana Cooper | | o | Brian Howe | x | Angie Maddy | | | x | | Kurt Teal |
| o | Lori Crowther | | o | Judy Jacobs | x | Claudia Mather | | | x | | Ray Willis |
| x | Caicey Crutcher | |  |  |  |  | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | x | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Executive Summary – OSHA SAPP   * Barton SAPP will match the civilian certificate by adding OSHA 1007 to the electives | | | | | | | | | | | Kurt Teal |
| Non-Traditional Student Definition   * Group worked on both traditional and non-traditional definitions using the IPEDs definition * Anyone who meets any of the bullets makes them a non-traditional student (see attached document) * Definition still seems confusing; maybe shorten it up * Group will work on definition more and bring it back to PTP | | | | | | | | | | | Caicey, Myrna &  Angie |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded   * Current reported – 513   + It would be nice to know how many completers we had between now and May last year – IR doesn’t have a way to track this   + FR graduation will be down this year * Goal is 946 by May 31 * This is part of the college’s performance agreement * Lori – pending degree applications report | | | | | | | | | | | Elaine, Caicey &  Lori |
| Prerequisite List Follow Up   * List update – this is with Lori * Plan to post | | | | | | | | | | | Lori, Claudia, Ray & Karen |
| New Member Discussion   * Trevor declined * Next option – Stephanie Joiner – Elaine will visit with her | | | | | | | | | | | Elaine |
| Curriculum Guides   * 2019-2020 and 2020-2021 Guides   + 2019-2020 guides will be the current way   + 2020-2021 guides will be the new gen eds     - These guides will impact fall 2020 students coming in   + Who will we grandfather?     - Students will remain on guide they started on unless they request through their advisor to move to new guide   + Gen ed project will be done by April 1, 2020 for fall 2020 enrollment   + Both versions will be posted on web – need to determine timing for removing old versions   + Deadline – Program Leaders   + ADA Template Deadline – small group will work on making 2019-2020 and 2020-2021 guides ADA compliant   + Deadline – Lori   + These deadlines will be discussed at the next meeting:     - Deadline for 2019-2020 guide review     - Deadline for 2020-2021 guide review     - Deadline for 2019-2020 guide posted on the web     - Deadline for 2020-2021 guide posted on the web     - Lori deadlines – Angie will talk to Lori     - Deadline for web site narrative to be updated     - Deadline for training advisors – Karen * WTCE will add Industry tests * ADA Instructions for Program Leaders (2020)   + Small group will develop ADA instructions for 2021-2022 guides * Continuing discussion items:   + Semester and full program guides   + Addition of legend to guides to assist students with course sequencing and availability of classes   + Guides for full-time and part-time students   + Degree Works (Planner) – using Degree Works to make an educational plan for each student | | | | | | | | | | | Elaine, All |
| Bulletin of Classes Swim Lanes   * Available through Summer 2021 on the T: drive * Feedback to Lori (summer reprint 19 & first print of fall 19) * Claudia and Erin BOL dates done for spring 2020 | | | | | | | | | | | Lori Crowther |
| Paper vs. Electronic Bulletin – Continuing Discussion  Notes from 3/4/19 meeting:   * Need to go electronic, and if you want to print it you can * Electronic bulletin needs to be user friendly across all devices and look pretty * Karen’s group wants a few hard copies for students and be able to print * Tana – needs to be easier to find on the web site * Not all BOL dates are currently in the printed bulletin, electronic bulletin could solve this – Update today 4/2: this is done per Erin * The pdf needs to be continually updated on the web – Ray/Jeff said there is one on Power BI and it could be published on the web site – Power BI wouldn’t be printable; it’s meant to be viewed on the web * Update today 4/2: Team needs to see the options of Power BI and what it will look like and set a timeline for use college wide – Samantha, Jeff, Ray, Lori, Karen will work on this for fall 2020   + Fall 2019 bulletin is done   + Go electronic for fall 2020; prep work will be done in spring 2020   + Need to consider ACA compliance – since it’s a Microsoft product it should be ADA compliant   + Report out at June PTP meeting | | | | | | | | | | | Elaine Simmons |
| General Education Project – no update   * 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 Sub-team working on process for slotting courses   + Developed a spreadsheet to track all courses and where they fit   + Developed algorithms to help slot the courses   + Should be done April 1, 2019 * Concourse (New Syllabus Software) – Parallel Project * No CAM needed; enter into KHEDS database * Data Dictionary Changes | | | | | | | | | | | Brian Howe |
| Department of Education Update – no update | | | | | | | | | | | Myrna Perkins |
| Student Services Update   * Catalog went to print * Completed student services survey   + All locations represented   + Received over 600 responses   + Identified 3 projects to work on based on results of survey * Required campus/college climate survey for Title IX | | | | | | | | | | | Angie Maddy |
| Instruction Update   * President has some lofty enrollment goals   + Wants GB campus to grow   + Student services is cold calling students from the fall that didn’t come back in the spring   + FR is down due to soldier deployment   + Online and Edukan are ahead   + GVP is ahead * Center for AI & E – Lee Miller is now at the GB campus * OER – big priority for the President * Academic Integrity – what can faculty members do to make cheating harder * Student evaluations – looking at the questions we ask * College bought a software package for HR for automated and online performance appraisals; start with small group of faculty in the spring * Shifting from CCSSE to Noel Levitz – all online | | | | | | | | | | | Elaine Simmons |

**ENDS:**

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| 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***

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| --- | --- |
| **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* |
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| **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* |  |