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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/13/2019 |
| 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 | |
| x | Ashley Anderson | | x | Erin Eggers | x | Kathy Kottas | | | o | | Jeff Mills |
| o | Whitney Asher | | x | Mary Foley | x | Karen Kratzer | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Jane Howard | o | Karly Little | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Brian Howe | x | Angie Maddy | | | x | | Kurt Teal |
| x | 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 | | | x | | Lee Miller |
| Topics/Notes | | | | | | | | | | | Reporter |
| OER Indicators (Tags) in Banner   * Lee is requesting an option to indicate low cost or no cost in Banner for tracking purposes * OER is based on CRN * Barton defines low cost as $50 or less * Project 5 is a pilot this fall with 5 gen ed classes (one no cost, others low cost) * The bulletin will need an indicator designating OER so students are aware – possibly a wingding symbol that will appear in the bulletin (Ray will come up with something) * The OER indicator could be done by schedule type (Lori/Ray will need to add types) – lecture, online/web, lecture/lab, lab * Send Lori CRNs for the 5 classes this fall – Erin will send Lori * Schedulers will need to be trained * Need to research if the Project 5 classes online have indicators for students to buy books – Erin will check * Need to have further discussions in Instructional Council (IC) about OER review process * Claudia’s team will put together a proposal of new review process for IC | | | | | | | | | | | Lee Miller |
| Varsity Athletics Syllabus     * New Varsity Athletics course takes all individual varsity sports courses and combines them into one * There will still be the same number of CRNs, now it will be a single course * This will start in Spring 2020 for all varsity sports * This Fall 2019 the new Varsity Athletics course will be used for Bowling | | | | | | | | | | | Brian Howe |
| Barton Playbook Course     * Discuss what subject code and course number we should use * We already have student orientation under EDUC 1104, Lori would like to keep it consistent using EDUC * Another option would be to put it under PHED since Barton Playbook is only for athletes * This new orientation course opens the door for a general student orientation | | | | | | | | | | | Brian Howe |
| Non-Traditional Student Definition – Updated Draft  **The PTP group agrees this definition is good!!**  Barton Community College defines a **traditional student** as a post-secondary student who is between 18-22 years of age, enrolls during the year directly following high school graduation, attends full time, and does not have major life and work responsibilities (e.g. full time job or dependents).  Conversely, Barton Community College defines a **non-traditional student** as a post-secondary student who differs on one or more of the characteristics noted for a traditional student such that he or she:   * is 23 years old or older * is considered independent for purposes of determining eligibility for federal financial aid * experiences a gap of at least a year in enrollment between high school and post-secondary enrollment * ~~or~~ has major work or life responsibilities (e.g. dependents such as spouse, child, or guardianship over an individual) * does not have a high school diploma (completed high school with a GED or other high school completion certificate or did not finish high school) | | | | | | | | | | | Caicey, Myrna &  Angie |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded – Continuing Discussion   * Current reported – 885 * Goal is 946 awarded by May 31 (data that is entered by June 30) | | | | | | | | | | | Elaine, Caicey &  Lori |
| Prerequisite List Follow Up – Continuing Discussion/Status   * List is completed – one list where students can check prerequisites * Where do we want it posted? Advisement, Placement Testing, BOL Placement Testing – Samantha will send it out so everyone can see | | | | | | | | | | | Lori, Claudia, Ray & Karen |
| General Education Project   * Next Steps   + Advisement   + Website   + Data Dictionary   + Curriculum Guides   + Degree Works   + Catalog   + Bulletin of Classes   + KBOR – no CAM needed; enter into KHEDS database   + Two General Education Program Codes to Support Reporting   + Grandfathering – Current Catalog Requirements   Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted.   “Continuous enrollment” refers to annual fall and spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester.   Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.  This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.   * Other | | | | | | | | | | |  |
| Curriculum Guides – Continuing Discussion   * 2019-2020 and 2020-2021 Guides   + 2019-2020 guides – current process   + 2020-2021 guides – new general education format/new 60 credits for AS, AA & AGS/courses; applicable to fall 2020 students     - General Education Cheat Sheet Forthcoming – Sarah will work and have done by July 4   + Grandfathering Students     - Students will remain with the curriculum guide they started ~~unless they request through their advisor to move to new guide~~ until they complete their program     - PTP group decided to strike the about language   + Gen ed project will be done by April 1, 2020 for fall 2020 enrollment (advisement day)   + Both versions will be posted on web – need to determine timing for removing old versions   + ADA Template Deadline – small group (who?) will work on making 2020-2021 guides ADA compliant – Samantha will handle this   + Deadlines: **Work on at July meeting**     - 2019-2020 guide review – October 1? Or maybe don’t do a 19-20?     - 2020-2021 guide     - 2019-2020 guide posted on the web     - 2020-2021 guide posted on the web     - Web site narrative updates     - Advisor Training * WTCE will add Industry tests to 20-21 * Other – in the future work a year out on curriculum guides | | | | | | | | | | | Elaine, All |
| Bulletin of Classes Swim Lanes   * Available through Summer 2021 on the T: drive * Feedback Needs? * BOL aligned – spring 2020 * Done with fall reprint and ready for another look by schedulers in pdf not hard copy – Ray will send out email | | | | | | | | | | | Lori Crowther |
| Electronic Bulletin – Continuing Discussion   * Fall 2020 Goal/Deadline for Operational Spring 2020   + Print Options   + Hard copy availability   + User friendly across all devices and visually appealing   + Easy to find on the website   + 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   + ADA compliance | | | | | | | | | | | Elaine Simmons |
| Topics for Future Discussion   * Curriculum Guides   + 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 * Concourse (New Syllabus Software) – Parallel Project * Degree Works (Planner) – using Degree Works to make an educational plan for each student | | | | | | | | | | | Brian Howe |
| Department of Education Update   * Begin doing gainful employment direct disclosure requirements to student by July 1 – BCC must have evidence that we provided it to directly to the student * Financial aid office is working on this to create process | | | | | | | | | | | Myrna Perkins |
| Student Services Update | | | | | | | | | | | Angie Maddy |
| Instruction Update | | | | | | | | | | | Elaine Simmons |
| Next meeting July 10 | | | | | | | | | | |  |

**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* |
|  |  |
| **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* |  |