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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 7/10/2019 |
| Time | 10:30 am – 12:00 pm |
| 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 | | | x | | Jeff Mills |
| x | Whitney Asher | | o | Mary Foley | x | Karen Kratzer | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Jane Howard | x | Karly Little | | | x | | Samantha Stueder |
| o | 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 | | x | Mary Doyle |  |  | | |  | |  |
| 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 |
| Follow-up Discussion - 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   + Once class passes the review process Lee will notify Erin and Erin will flag it   New Discussions   * Claudia: How will the students would know the course is OER when enrolling and would they see the scheduling type in Self-Service Banner – Lori will research * Instructional Council will have more discussions on what faculty can expect | | | | | | | | | | |  |
| Scheduling Clinical Resources (handout included)     * Myrna has revised this document for clarification on scheduling clinicals/field experience/internships – this will help with scheduling MLT course   + A separate meeting will be scheduled to discuss this further – Myrna, Lori, Caicey, Kathy, Jane * Could the terms be preloaded in Banner to flag for schedulers before scheduling   + Term discussion meeting to be scheduled – Myrna, Whitney, Lori, Kathy, Mary, Brian | | | | | | | | | | | Myrna |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded – Continuing Discussion   * Current reported – as of July 1 there are 897 * Lori’s Feedback – there were 67 summer graduation applications carried over from spring – we thought these would count but they will not * Goal is 946 awarded by May 31 (data that is entered by June 30) | | | | | | | | | | | Elaine, Caicey &  Lori |
| Updated Traditional & Non-Traditional Definitions – Filed with the Data Dictionary?   * Yes | | | | | | | | | | | Caicey |
| Student Athletes – Late Arrivals (Follow-up on Email)   * We may have 3 late arrivals this fall. * Stephanie Joiner is putting a process together. | | | | | | | | | | |  |
| 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   + Samantha posted on Programs of Study page   + Need to also post it on Placement page (under Advisement) | | | | | | | | | | | 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.~~ We are not doing 2019-20 guides. We will continue to use the 2018-19 guides. * 2020-2021 guides – new general education format/new 60 credits for AS, AA & AGS/courses; applicable to fall 2020 students   + General Education Reference Document – handout included   + The Approved Courses Matrix is a living document – it’s updated as syllabi change.   + The new templates are not ADA compliant at this time.   + To determine which Sector each course fell into at least 50% of the competencies need to fit in one Sector for it to count in that Sector.   + Transferability of gen eds – does it transfer to at least one university   + If you have a course that you believe belongs in a general education category, you need to review the syllabi for the new gen ed outcomes and bring it to LICC.   + AAS template add a statement: total of 15 credit hours in 3 of 8 sectors * 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.   + Prison students won’t meet this definition. They will need to look at both guides to determine what is best for the student. Their advisor would determine this.   + Angie/Lori will bring a revised statement/definition to the next meeting. * 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 * At the August meeting we will discuss when to remove old guides * ADA Template Deadline – small group (who?) will work on making 2020-2021 guides ADA compliant – Samantha will handle this * Deadlines:   + ~~2019-2020 guide review~~     - Amend 2018-2019 Guides – Applicable to 2019-2020? No. We will use the 2018-19 guides as they are now.   + 2020-2021 guide deadlines     - August 1 – Brian will update the templates, send to Sarah, Sarah will distribute to area leads (Krystall, Angel, Morgan, Kurt)       * We will not create semester guides at this time       * Industry certificates will need to be on the new templates     - October 1 – Individuals will update guides and send to area leads     - November 1 – Sarah/Denise will review updated guides     - February 1 – Lori will update Degree Works     - February 15 – Sarah/Denise will resave guides on the T: drive     - March 1 – Samantha will complete web updates and ADA compliance     - February 1 to April 1 – Advisor training   + ~~2019-2020 guide posted on the web~~   + 2020-2021 guide posted on the web – done by March 1   + Web site narrative updates – done by March 1   + Advisor Training – February 1 to April 1   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 | | | | | | | | | | | Lori Crowther |
| Electronic Bulletin – Continuing Discussion   * Fall 2020 Goal/Deadline for Operational Planning - 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 | | | | | | | | | | | Myrna Perkins |
| Student Services Update | | | | | | | | | | | Angie Maddy |
| Instruction Update | | | | | | | | | | | Elaine Simmons |
| Next meeting August 20 | | | | | | | | | | |  |

**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* |  |