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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/8/2020 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/j/209459216> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Whitney Asher | | x | Erin Eggers | x | Kathy Kottas | | | x | | Myrna Perkins |
| o | Krystall Barnes | | x | Mary Foley | x | Karen Kratzer | | | o | | Samantha Stueder |
| x | Tana Cooper | | x | Jane Howard | x | Karly Little | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Brian Howe | x | Angie Maddy | | | x | | Ray Willis |
| o | Caicey Crutcher | | x | Judy Jacobs | x | Claudia Mather | | |  | |  |
| o | Mary Doyle | | x | Stephanie Joiner | o | Jeff Mills | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | o | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Increased Communication/Information for International Students   * These are international students who come on time but proper channels/processes are not followed by coaches * Possibly make a checklist for the coaches * Need a small workgroup to discuss what we can do for this coming fall – Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Trevor, Laura Stutzman * For communication in general there is a group working on some type of communication/letter that goes out to all students with the important dates (start dates, end dates, etc.) | | | | | | | | | | | Karen |
| Networking Course Change – Follow-up from December Meeting   * Jane presented the following   + Micro Computer Repair I – There is a certification at the end of Microsoft II   + Most students don’t take the certification, it is very expensive. Jane would like to encourage students to take it   + Financial Aid could assist on a per student basis, but the student needs to make the request at enrollment * Jane will set up a meeting with Mark Dean, Whitney Asher, Laura Stutzman, Judy Jacobs or Randy Thode to discuss how to add fees for industry certification exams to the cost of the program. * No meeting yet – discuss at the next PTP meeting | | | | | | | | | | | Jane |
| Winter Intersession vs. Fall Intersession   * Discussed at the December meeting * Rename Winter Intersession in Fall 2020 to Fall Intersession * Any Follow-up? * Fall intersession 2021 – would like to push fall session 1 and 2 back to match the high schools and other colleges * Erin will put a draft together with recommendations for 2021 and send to PTP to review/feedback * Lori would like an earlier deadline for instructors posting grades * Work group to talk about grade deadlines for faculty – Lori, Brian, Claudia, Karly, Stephanie | | | | | | | | | | | Claudia |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * Goal is 946 * Jan 7, 2019 – 479 * Yesterday – 311 * On our bridge agreement (performance agreement) if we don’t meet 2 of the 5 indicators we will lose money * Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford | | | | | | | | | | | Caicey |
| Electronic Bulletin   * Great Bend Workgroup * Follow-up with PTP – Point of Information | | | | | | | | | | | Elaine |
| Bulletin of Classes Swim Lane Deadlines   * Available through Summer 2021 on the T: drive * BOL aligned – spring 2020 * Process will change a little once we stop printing the bulletin * Fall 2020 deadline is February 19 for the schedulers * Work group to discuss double room booking – Angel Morgan, Cherish Robinson, Lori, Brian, Heather Helvie, Renetta Furrow, Stephanie VanSyoc, Kathy | | | | | | | | | | | Lori |
| General Education Project   * 2020-2021 guides – new general education format/new templates/new 60 credits for AS, AA & AGS/courses; applicable to fall 2020 students   + The new templates are not ADA compliant at this time.     - Samantha Feedback – planning to submit to a vendor, she’ll be contact with them this fall, this will be done by Feb * Gen ed project will be done by April 1, 2020 for fall 2020 enrollment (advisement day) * Both versions (existing 2018-2019 guide and 2020-2021 guide) will be posted on web * When should the 2018-2019 guide be removed? Not until after academic year 2021-2022. * 2020-2021 Curriculum Guides:   + Industry certificates as applicable need to be on the new templates (WTCE)   + Deadlines     - ~~August 1-September 30 – Teams complete guides~~     - ~~October 1 – Guides due to Sarah Riegel/Denise Schreiber~~     - ~~October 1-31 – Sarah/Denise review guides~~     - ~~November 1 – Guides sent to Lori Crowther~~     - November 1- January 31 – Lori updates Degree Works – purchased scribe service and they are working on them     - Scribe service will do five curriculum guides     - February 1-14 - Sarah/Denise will resave guides on the T: drive     - February 15-28 – Samantha complete web updates and ADA compliance     - February 1 to April 1 – Advisor training (Karen) – Virginia has training scheduled     - March 1 – 2020-2021 guide posted on the web       * Website narrative updates (general education mentions, 64 credit hours mentions) – done by March 1   Items to Remember:   * 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. | | | | | | | | | | | Elaine, All |
| Waitlist Process   * Spring 2020 Debriefing – Lori * Process for wait-listing that is known to everyone – written guidelines * Consider offering students who are waitlisted other options   + Non-credit bearing course or Adult Ed downtown   + Brian will discuss with Developmental Ed team | | | | | | | | | | | Elaine/Lori/Stephanie |
| Assessment/Placement Discussion | | | | | | | | | | | Elaine/Angie/  Stephanie |
| Concourse (New Syllabus Software) – Parallel Project | | | | | | | | | | | Brian |
| 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 * Degree Works (Planner) – using Degree Works to make an educational plan for each student | | | | | | | | | | | Brian |
| Department of Education Update   * Monday Myrna requested from HLC the addition of BML at the prisons – this takes about 30 days * State authorization (SARA) changes in July 1 – Myrna wants to meet with Claudia and Erin * ESI Application   + Barton is a member of a correctional higher education consortium   + Goal of each partner to have an approved ESI application so they can offer PELL to correctional students   + Hinted at the officers meeting: if you don’t get approved you’re not part of the consortium and you can’t offer education to the correctional facilities | | | | | | | | | | | Myrna |
| Student Services Update   * Ellucian Cloud Project – messaging for students on down time will come out within the next week | | | | | | | | | | | Angie |
| Instruction Update   * Academic Calendar 2021-2022   + We’re changing the length of classes on the GB campus to 55 minutes for MWF and 80 minutes for TR   + We will start later in August (8/18/2021) * Academic Integrity – committee worked on a revised procedure that will go to HR * Performance Management System   + Staff will be evaluated based on your anniversary month   + Staff evaluations will no longer be required every year for those staff that have worked here a set number of years   + In the fall semester a pilot was done for faculty and 30 will use it this spring | | | | | | | | | | | Elaine |
| Next meeting February 11, 2020 | | | | | | | | | | |  |