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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/11/2020 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/j/971765928> |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Whitney Asher | x | Mary Doyle | x | Stephanie Joiner | x | Jeff Mills |
| x | Krystall Barnes | x | Erin Eggers | x | Kathy Kottas | x | Myrna Perkins |
| x | Matt Connell | x | Mary Foley | x | Karen Kratzer | x | Samantha Stueder |
| x | Tana Cooper | x | Jane Howard | x | Karly Little | x | Laura Stutzman  |
| x | Lori Crowther | x | Brian Howe | o | Angie Maddy | x | Kurt Teal |
| x | Caicey Crutcher | o | Judy Jacobs | x | Claudia Mather | x | Ray Willis |
| 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 |  |  |
| Guests |
| x | Ange Davied |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Concourse Syllabus* Need to identify a place on our website to place a link to Concourse
* Internal and external people need to access it
* This will be the full syllabus and not the master
* Search feature in Concourse can locate syllabi by course name, CRN, semester or instructor
* Place a link on the Degrees & Programs: “Find your Class Syllabus”
* Place a link on the Registration page/PAWS
* Ange will send Sam and Lori verbiage and link
 | Ange Davied |
| Math Pathways* Traditional College Algebra sequence alternatives
* Different math classes based on major: Quantitative Reasoning, Statistics, Technical Math or College Algebra
* Math faculty have been attending national conferences geared toward 2 year schools where this is being discussed
* College Algebra will be removed as a prerequisite for Statistics (hasn’t changed yet)
* Transferability – NCAA isn’t recognizing this alternative math pathway, traditional College Algebra is the safe way/easy way to ensure college level math is satisfied
* Transferability to a 4 year school will need to be addressed by advising
* New curriculum guide templates do state college level math
* Will need co-requisite support to accomplish this
 | Brian |
| Increased Communication/Information for International Students* Workgroup (Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Trevor, Laura Stutzman, Carol Murphy and Abby Howe)
* First Meeting March 10
 | Elaine |
| 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.
	+ Jane met with Mark and Laura and determined there isn’t a way to have one CRN with fees and no fees
	+ The Micro Computer I and II courses will be set up with 2 CRNs: Micro Computer I and Micro Computer I with certification testing
	+ Once students enroll we will send messages to those students so they know exactly which course they enrolled in and we can do drops if needed (this doesn’t impact many students)
	+ Put verbiage on the website next to the particular CRN
	+ Sub-group should continue to discuss this
 | Jane |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded* Goal is 946
* Today 451
* Last year this time 488
	+ Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford
	+ Will meet February 19
 | Caicey |
| Electronic Bulletin* We will go to electronic starting spring 2021
* Need to work out details
* Claudia will do some analytics to determine if we need the online class listing on the website
 | Elaine |
| Bulletin of Classes Swim Lane Deadlines* Available through Summer 2021 on the T: drive
* 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
* Group met and all is good – this item is done
 | 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
* 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
	+ Verbiage Addressing Different Guides – Samantha will work on this
* 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
			* Lori is finishing Certs and SAPPs
			* AA and AS are done and moved to Sarah/Denise
			* Lori still has some issues with AAS that will be resolved soon
		- February 1-14 - Sarah/Denise will resave guides on the T: drive
		- February 15-28 – Samantha complete web updates and ADA compliance – send the AA and AS to Sam
		- February 1 to April 1 – Advisor training (Karen) – Virginia has training scheduled
			* Training is in process
			* Emphasize in training the admit term – new guides are for those admitting in fall 2020 & trainers are letting advisors know there will be 2 different guides out there for a while
		- March 1 – 2020-2021 guide posted on the web
			* Website narrative updates (general education mentions, 64 credit hours mentions) – done by March 1

Course Catalog Review – we need to rewrite the Programs of Study section where is discusses general education requirements and the different degreesItems 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* Early assessment/assessment process is part of the developmental teams’ strategic goals
* Topic for international student communications group
 | Elaine/Angie/Stephanie |
| BOL Update* 2021 Schedule is done
* Rename Winter Intersession in Fall 2020 to Fall Intersession
* Starting with Spring 2021 the dates are pushed back to match the high schools and other colleges – actively working on this item
* 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/Erin |
| Department of Education Update* State Authorization – meet February 17
* Still waiting on HLC approval for BML
 | Myrna |
| Student Services Update | Angie |
| Instruction Update* Finals Procedure – Employee Comments/1st Reading (February)
* Academic Integrity Procedure – Employee Comments/1st Reading (February)
* Inclement Weather Procedure – 2nd Reading (February)
* Assessment & Placement Procedure Update (Angie)
* Student Problem Resolution Procedure
* Maximum Student Enrollment Procedure – we’re the only CC in the state that doesn’t have a procedure on this
* Student Communication Systems
* Student Online Forums
* KBOR high impact practices:
	+ OER
	+ emphasizing 30 credit hours per year
	+ meta-majors
	+ flat rate banded tuition
	+ co-requisite remediation
	+ multi-measures course placement
	+ math pathways
	+ early college high schools
	+ nudge technology (a way to remind students to do things)
* Edukan meetings – credit hour audits for all courses hasn’t been done since 2018 and will now go to each semester – they’re looking at substantive interaction, contact hours
 | Elaine |
| 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
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| Next meeting March 11, 2020 |  |