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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/11/2020 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/j/676796504> |

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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 |
| x | Rita Andress | o | Carol Murphy | o | Dee Ann Smith | o | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
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| Topics/Notes | Reporter |
| Add CDL as an option for the degree choice when a student applies for admissions* Since we added the CDL Theory class to online offerings students are unsure what to pick for their degree when enrolling
* If we could have a CDL degree option then those students could be assigned to Maggie Tracy for advising
* We would need to create a subject code for Banner
* Mary and Krystall are working on a SAPP for CDL – as part of this process a subject code can be created in Banner
* Keep on agenda for next month
 | Mary  |
| Change Course Number – what effect will this have on reporting and KBOR?* The subject/course code for Linux I is NTWK 1030 and for Linux 1061 is NTWK 1061
* They would like Linux I to possibly be NTWK 1060
* This could cause issues for reporting – you would need to pull both the old and new course numbers
* We will leave Linux I as NTWK 1030
 | Jane |
| Last Day to Withdraw – email information sent in advance of meeting* Decided for the Great Bend campus the last day to withdrawal fall and spring will be 5 days prior to start of finals; summer will be 5 days prior to the end of term; 8 week classes will do the 5 days as well
* This change will start for fall 2020
* FR, FL, GVP, college advantage and compressed courses – how will these be handled?
* Elaine will put a group together to discuss this
 | Elaine/Lori |
| 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; meeting again April 1st
 | Elaine |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded* Goal is 946; 2/11 = 451; 3/11 = 469, last year were at 529
	+ Final date to submit to KBOR; alignment with processes and timelines to report
	+ Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford ; meet February 19
		- Reviewing all AS degrees and certificates that are built within the degrees to be sure the certificates are being awarded
		- Opened up Degree Works for faculty secretaries so they can check for students that are awarded certificates so we don’t miss those
	+ Our current bridge agreement was approved at BAASC meeting this month
	+ Elaine is going to advocate for the removal of completers as an indicator – other schools have removed it
	+ Deadline to report completers to KBOR – May 31
 | Caicey |
| Performance Agreement – Quarterly Meeting+* Elaine is going to start meetings with the folks that have ownership in any of the indicators
 | Elaine |
| Electronic Bulletin* Effective Spring 2021
* Interactive Schedule
* Degree Works
* Power BI Report (Bulletin)
	+ Addressing in Committee
	+ Mirror Seward Details – More Inviting & Eye Appealing Look
	+ Linked to Website & Associate with “Enroll Now” Concept
	+ Opens to Employees & Students and Does Not Need a License
* Claudia reviewing analytics on the BOL website class listing
* We are moving to a Spring 2021 effective date for the electronic bulletin
 | Elaine |
| Bulletin of Classes Swim Lane Deadlines* Available through Summer 2021 on the T: drive
* Shifting to three times a year with the launch of the electronic bulletin in 2021
 | Lori |
| 2020-2021 Catalog Status/Discussion* General Education Changes
* Degree Changes
* Other
 | Angie |
| General Education Project* 2020-2021 guides – done & posted
	+ Verbiage preference:
		- Split approach with the verbiage indicating such, while the Business approach utilizes one statement of direction with the guides grouped together. (AHC, English & Business Examples)
			* Couple of votes for the split
			* Karen’s comment on verbiage: “Other than the verbiage would be better worded to say new or returning students admitted for Fall 2020 or later should use….  Since this takes effect with fall admission not summer and start of enrollment is not the same as admission status.”
			* Samantha’s approach
		- Could we put this verbiage somewhere for the students to see when they are enrolling
		- Should we be telling new students about the change and when it goes live – on the admissions web page
		- Elaine will get a group together to talk about this
* 2018-2019 guides remain posted through 2021-2022
* Advisor training
* Other
 | Elaine, All |
| Concourse* Website Placement
	+ <https://bartonccc.edu/academicadvising>
	+ <https://bartonccc.edu/degreesprograms>
* PAWS
* Power BI Bulletin
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| 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 |
| Grade Deadlines* Consideration for earlier deadline
* Work Group: Lori, Brian, Claudia, Karly and Stephanie
* Decided on 3 days after the end of the class for all classes starting Spring 2020
* For F2F classes grades are due by 8am on Monday, May 11
 | Lori |
| 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* Group will discuss the delay start of session 4
 | Claudia/Erin |
| Department of Education Update* BML has been attached to the prison (Larned and Ellsworth)
 | Myrna |
| Student Services Update | Angie |
| Instruction Update* Dr. Kottas is heading up virus taskforce – public service announcements are forthcoming
 | 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 April 8, 2020 |  |