|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 10/14/2020 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/93259578772> |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | o | Erin Eggers | x | Kathy Kottas | x | Myrna Perkins |
| x | Janet Balk | x | Mary Foley | x | Karen Kratzer | x | Samantha Stueder |
| x | Matt Connell | x | Lindsay Holmes  | x | Abby Kujath | x | Laura Stutzman |
| x | Tana Cooper | x | Brian Howe | x | Karly Little | x | Kurt Teal |
| x | Lori Crowther | x | Judy Jacobs | x | Angie Maddy | x | Ray Willis |
| x | Caicey Crutcher | x | Erika Jenkins-Moss | x | Claudia Mather |  |  |
| x-Officio members |
| o | Sasha Bingaman | o | Carol Murphy | o | Dee Ann Smith | o | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Check-Up Time!* Lori: Degree Works will be upgraded Nov. 14
* Krystall: attended a webinar for Perkins coordinators about ADA/civil rights, we may be audited, our last visit was in 2014
* Claudia: meeting with Dallas College to talk about direct assessment
 | All |
| Follow-up Items:Advisement is seeing as many students as possible before the Oct. 27 (registration day for spring semester)Senior Day – 58 total signed upSpring Announcements:* The $30 fee to sign up for the College’s payment plan is eliminated for the spring semester. Posted on the portal and the student financial center. Payment plans won’t be available until Jan. 2 for students with a zero balance.
* Students across the system will not be dropped for past due amounts for the spring semester.

Chat System – 3 demos, good array of services, this would be for all students (leave on agenda)New Portal – has to be ready by Jan. 1 | KarenTanaLauraErin/Angie |
| CAM Process* Updated CAM Timeline

* Updated Phase Zero – Program Development (Executive Summary) – get feedback to Elaine/Sarah by Friday 10/16 by the end of the day

* Work To Be Done on CAM Spreadsheet
	+ <http://docs.bartonccc.edu/research/internaldata/Process%20Maps/CAM.xlsx>
* Meet with VP Office for CAM guidance and KBOR Timelines
* SAPPs – Modified CAMs
	+ SAPPs are 1 to 15 credit hours and are never PELL eligible
	+ SAPPs with 16 or more credit hours are Perkins eligible
* Stackable Exit Points – this means all courses in CERT1 have to be in CERT2 and then in the Associates degree, if not then they are considered separate programs
* Learning More and More on KBOR Requirements & Changes

<https://www.kansasregents.org/resources/PDF/Academic_Affairs/New_Program_Approval/2020-2021_New_Technical_Certificate_and_AAS_Program_Approval_Schedule.pdf> | Elaine/Sarah |
| Associate in Science – Pre-Professional Healthcare<https://bartonccc.edu/academicprograms/preprofessional>* Curriculum Guide – Done
* CIP Code – 51.1199 Health/Medical Preparatory Programs, Other
* Major Code (Lori) – 2620
* Banner & Degree Works (Lori) – Done
* Advisor Notification (Karen) – Done
* Redo Students for Fall – Karen is still working on – Mostly done
* Web Updates (Samantha) – Samantha will send link to team
* Programs of Study (Ray) – Brian/Kathy will contact Ray
* Post the new curriculum guide on the web – Samantha
* Admissions Application Update (Tana) – students would select pre-professional healthcare and then a drop down would appear with the 13 majors – Done
* In Banner it will list Pre-Professional Healthcare but not the 13 emphasis areas
* Full online option? First Aid Emergency Care currently is not online (Brian/Kathy)
	+ This is an elective and not a required class
	+ Add a notation on the curriculum guide that all courses are available online with the exception of First Aid Emergency Care
* Promote as an online program – Claudia/Brandon – work on in about a month
* Effective Date: August 1, 2020
 | Kathy/Brian |
| Graphic Design Program Name* Graphic Design shifted to Digital Graphics
* Photography to Digital Photography
* Effective Date: August 1, 2020
* New Curriculum Guides Posted – Done
* Banner & Degree Works (Lori) – Done
* New Program of Study Posted/Changes to Reports & the Bulletin (Ray) – still working on
* Web Updates (Samantha) – Brian is working with Samantha – will work on in Dec.
* Advisor Notification (Karen) – Done
* Admissions Application Update (Tana) – Done
* Excel in CTE Updates (Karly)
* Courses Coming to LICC
 | Brian |
| CAM Updates* Emergency Management/Homeland Security – feedback from KBOR – working to interpret
* Hazardous Materials Management – feedback from KBOR – working to interpret
* OSHA Modified – feedback from KBOR – working to interpret
* CDL – Modified
	+ CIP Code – 49.0205 Truck and Bus Driver/Commercial Vehicle Operation
	+ Major Code (Lori) – 5234
	+ Degree Works Scribing (Lori)
	+ Admission Application (Tana)
	+ New Curriculum Guide/Update KHEDs (Sarah) – Done
	+ Update website (Mary/Maggie)
	+ Assign to Maggie Tracy for advising – Done
	+ KBOR Feedback (Sarah)
 |  |
| Non-Discrimination Statement* KBOR/Perkins is requiring changes to our statement for potential CTE students
* Student Services has a statement – Angie would like one statement (combine the Student Services statement with the Perkins statement)
* Krystall has a draft approved by KBOR – she sent it to several others for review – need feedback from Angie
* Will be translated to Spanish– Krystall will send to Baudilio
* Need to post on website
 | Krystall/Angie |
| Withdrawal Timelines Moving Forward (Fall 2020)* Discussion Group: Mark Dean, Angie Maddy, Claudia Mather, Lori Crowther, Kurt Teal, Kathy Kottas, Brian Howe and Stephanie Joiner

New Process:* GB/BOL/CP (FR/FL) - 10 college working days prior to the end of the class
* LSEC (FR/FL) – 15 college working days after the start of the class
* Other – custom withdraw dates will be coordinated with the Registrar’s Office (4 week BOL classes will be left at the 7 working days)
* Effective spring 2021
* Websites
* Calendars – done
 | 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)
* Upcoming Meeting – October 19/November 2
* Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur
 | Elaine |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded* Goal is 946 for 2019-2020; 2/11 = 451, 3/11 = 469, 4/8 = 495, 5/13 = 517 (last year at this time 836), 5/31 = 868; Total for 2019-2020 = 921
* For 2020-2021 as of 8/25=132 (this time last year 159); 9/16=142 (this time last year 164); 10/14=215 (last year this time 181)
	+ Comparing 2019-2020 to 2018-2019 we had an increase in CERT1 and CERT2, CERT3 stayed flat and SAPPs were down
	+ Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford; met 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
	+ Deadline to report completers to KBOR – May 31
 | Caicey |
| Bulletin of Classes Swim Lane Deadlines* Spring 2021 Discussion – Email Sent

cid:image002.png@01D67224.9A0D99A0* + Due 10/1 for course scheduling and fees changes
	+ Still available on the T drive
	+ Summer and Fall 2021 are available now
* Shifting to three deadlines a year with Interactive Bulletin
 | Lori |
| General Education Project* 2020-2021 guides – done & posted
* 2018-2019 guides remain posted through 2021-2022
* Gen Ed Web Page needs to be updated (Sarah/Brian) <https://bartonccc.edu/programs/generaleducation>
	+ Use the Approved Courses Matrix in Power BI on this web page
	+ Sarah will send language drafted by Brian to Angie, Karen, Mary D, Elaine, Kurt, Kathy and Lori to review
	+ Brian and Others are working on new general education information for the web
		- Karen’s question
	+ Kathy/Kurt are working on AAS language
	+ Sarah will send out draft of everyone’s feedback to PTP group
 | Elaine, All |
| Waitlist Process* Spring 2020 Debriefing – Lori
* Process for wait-listing that is known to everyone – written guidelines – Lori will work on in November
* Consider offering students who are waitlisted other options
	+ Non-credit bearing course or Adult Ed downtown
	+ Brian will discuss with Developmental Ed team
* Written Guidelines – Project
 | Elaine/Lori/Stephanie |
| Web Site Update* Connie and Samantha are working on design and layout for home page
* Hoping to have rough draft done before Dec. break
* Plan is to go live in February
 | Samantha |
| BOL Update* Session 5 and 6 still open for enrollment
* Enrollments for continuing students has been declining
 | Claudia/Erin |
| Department of Education Update * Have an additional location visit this fall, postponed due to covid, will be scheduled for spring or summer 2021
* Received notification this week from HLC requesting dates for our reaccreditation visit in fall 2022 or spring 202
 | Myrna |
| Student Services Update * Success metrics as part of participation in student success academy, creating info-graphics and web site
	+ Students satisfaction with faculty/student interaction
	+ How timely students feel they are able to get non-academic assistance
	+ Overall satisfaction measure
	+ Course completion metric
	+ Fall to spring retention, fall to fall retention
	+ Progress towards degree/certificate completion
* Working on student success initiatives inventory
* Student survey is going out next week
 | Angie |
| Instruction Update* Academic integrity council is working on year-round campaign
* Made minor changes to AI procedure
* Noel Levitz survey will be done in spring for the next three years
 | Elaine |
| Topics for Future * 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
 |  |
| Next meeting November 10, 2020 |  |