|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 11/10/2020 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/96735101952> |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Whitney Asher | | x | Mary Doyle | x | Stephanie Joiner | | | x | | Jeff Mills |
| x | Krystall Barnes | | x | Erin Eggers | x | Kathy Kottas | | | o | | Myrna Perkins |
| x | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | o | | Samantha Stueder |
| x | Matt Connell | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Laura Stutzman |
| x | Tana Cooper | | x | Brian Howe | x | Karly Little | | | o | | Kurt Teal |
| x | Lori Crowther | | x | Judy Jacobs | o | Angie Maddy | | | o | | Ray Willis |
| o | 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 | x | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-up Items:   * Advisement is seeing as many students as possible before the Oct. 27 (registration day for spring semester) – advisement is catching up with students who should be enrolled and are not yet * Senior Days – rescheduled to spring 2021, still doing campus tours * Chat System – 3 demos, good array of services, this would be for all students – decided on AdmitHub, kick off meeting last week, more to come after this Thursday’s meeting * New Portal – has to be ready by Jan. 1 | | | | | | | | | | Karen  Tana  Erin/Angie  Lori | |
| Course Search Tool   * Based on feedback indicating student usability could be increased with a few small changes to the course search layout, the following minor adjustments have been made to Course Search:   cid:bf2db235-cd65-47c0-ab99-64c8203ef90f   * Faculty advisors would like to filter out courses that are full – Jeff will work on | | | | | | | | | | Jeff | |
| CAM Process   * Updated CAM Timeline      * Updated Phase Zero Executive Summary      * Updated Phase Zero Executive Summary (Modified)      * 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 * Brian/Kathy are working with Samantha and Ray on the following:   + Web Updates (Samantha)   + Programs of Study (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 – Done * 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 – updates requested * Hazardous Materials Management – updates requested * OSHA Modified   + New Curriculum Guide/Update KHEDs (Sarah)   + Update Banner & Degree Works (Lori) * CDL – Modified   + CIP Code – 49.0205 Truck and Bus Driver/Commercial Vehicle Operation   + Major Code (Lori) – 5234   + Degree Works Scribing (Lori) – Done   + Admission Application (Tana)   + New Curriculum Guide/Update KHEDs (Sarah) – Done   + Update website/Programs of Study page (Mary/Maggie) – working on     - Change of Major form needs updated with an IT ticket (Karen)   + Assign to Maggie Tracy for advising – Done * Possible upcoming CAMs   + Cyber Security (Mary)   + Welding realignment (Mary) | | | | | | | | | |  | |
| Non-Discrimination Statement   * Once a year Krystall with work with Angie and Cheryl Brown to update | | | | | | | | | | 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 (Lori) * 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 30   + Needing numbers for spring 2021 * 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 * Goal is 946 for 2020-2021; 8/25=132 (this time last year 159); 9/16=142 (this time last year 164); 10/14=215 (last year this time 181); 11/10=234 (last year this time 209)   + 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>   + Draft updates are in review process by Brian, Angie, Karen, Mary D, Elaine, Kurt, Kathy and Lori   + Website will be updated with draft (Sarah/Samantha) | | | | | | | | | | Elaine, All | |
| Waitlist Process – Lori has info for new 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 * Karen: finding many courses without a waitlist option – Lori will look into this | | | | | | | | | | Elaine/Lori/Stephanie | |
| Web Site Update   * We are redesigning website – Brandon is presenting to President’s Staff on Monday * Will be working on training for web editors on Gunning Fog for content writing | | | | | | | | | | Samantha | |
| BOL Update   * Discuss the possible change to the administrative drop dates for the non-activity/attendance and past due balances for BOL classes   + Students must be active on the first Thursday; if not they are dropped on Friday; students aren’t notified they are dropped until Monday   + Proposal: move the deadline for non-activity/attendance drop to the first Sunday at midnight, then students would be dropped the second Monday and they would be notified on Tuesday – this would be effective with this spring, for all sessions and all students   + Jeff has to run a report each day for students needing dropped, there is hope this could be automated down the road   + Erin put together an email of recommendation and rational and Elaine will show to Mark, Angie and President   + Faculty who are not compliant with student activity: Erin will send a list of noncompliant faculty to their supervisors * Elaine will visit with Mark and Angie about past due balances and fall 2021 * Summer schedule is complete | | | | | | | | | | Claudia/Erin | |
| Department of Education Update – no update | | | | | | | | | | Myrna | |
| Student Services Update – no update | | | | | | | | | | Angie | |
| Instruction Update   * HLC site location visits at GVP and FR * Leadership change coming with Dept of Ed * Myrna submitted suggested dates for HLC site accreditation visit in fall 2022, spring 2023 * Starting an Economic Development work group * Fall 2021 Instructional Technology Fair | | | | | | | | | | 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 December 8, 2020 | | | | | | | | | |  | |