|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 9/16/2020 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/98652195493> |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Whitney Asher | | o | Mary Doyle | o | Erika Jenkins-Moss | | | x | | Jeff Mills |
| x | Krystall Barnes | | x | Erin Eggers | x | Stephanie Joiner | | | x | | Myrna Perkins |
| x | Janet Balk | | x | Mary Foley | x | Kathy Kottas | | | x | | Samantha Stueder |
| x | Matt Connell | | x | Lindsay Holmes | x | Karen Kratzer | | | x | | Laura Stutzman |
| x | Tana Cooper | | x | Jane Howard | x | Karly Little | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Brian Howe | x | Angie Maddy | | | x | | Ray Willis |
| x | Caicey Crutcher | | o | Judy Jacobs | x | Claudia Mather | | | x | | Abby Kujath |
| x-Officio members | | | | | | | | | | | |
| o | Sasha Bingaman | | o | Carol Murphy | o | Dee Ann Smith | | | o | | Jenna Wornkey |
| o | Nicole Berger | | o | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Drop/Add Impacts for Students with a Balance from Spring   * Barton extended the date to make payments to Dec. 7 for spring, summer and fall 2020 * AR hold will still be on in the fall semester for those from spring (this affects students adding or dropping classes) * This may affect sports eligibility if students still have a balance in spring 2021 – Laura will reach out to those students and coaches * IR will get Laura a list of student names this affects * Get Advisement a list of students and they can talk to those students as they are advising * Spring 2021 (in January) we will go back to the regular drop list * FA is watching those students in their area * Add language to the website near the course search tool (Samantha) * Add an announcement in the Portal (Ronnie Dean) * Add a message in Canvas (BOL) * Add information in PAWS in the enrollment area (Lori) * As part of the standard advisement communication plan we can make mention of this situation in the email that prompts re-enrollment for the spring (Angie) * Possibly add to the front page of the website in one of those rotating pictures (Samantha will check with Brandon) * Add to the SAD shell (Stephanie) | | | | | | | | | | Laura | |
| Course Search Tool – BOL courses   * Would like a quick way for students to pull a list of BOL classes * You can filter the course search tool by online * Want something more front and center on the web site about enrollment * This is coming with the redo of the web site – early spring 2021 | | | | | | | | | | Angie | |
| Student Chat Feature – keep on agenda   * We would like to have an online chat feature * Want to provide students another source of communication and better customer service * This may lessen the number of students who contact multiple departments with the same question * Todd is researching options * Target is online students; would other areas want to use it? * Angie sent this idea to some folks in student services for their feedback * FR, FA, Admissions, Karly Little, Enrollment Services, Business Office are all interested | | | | | | | | | | Claudia/Erin/Elaine | |
| System Wide Transfer Courses Identified in Course Catalogs     * We need to improve how we post System Wide Transfer courses on our website * Many of our links currently are not working or are old * Angie and Samantha are working on this – we’ll have a link back to the KBOR website – Done | | | | | | | | | | Angie/Elaine  Brian, Kathy & Kurt | |
| CAM Process   * Update Existing CAM Spreadsheet – Sarah & Elaine (Meetings on Calendar)   + <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 * Revised Phase Zero/Executive Summary      * Review content of document and have feedback to Elaine by Wednesday, Sept. 23 * Program Development Timeline      * There are several new forms for the CA-1 available on the KBOR website   <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) – Sarah will send Karen the language – Done * Redo Students for Fall – Karen is still working on – 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 * 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 – still working on * 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 – will be on the BOT Study Session and Meeting agendas in September * Hazardous Materials Management – will be on the BOT Study Session and Meeting agendas in September * OSHA Modified – Modified * CDL – Modified   + CIP Code – 49.0205 Truck and Bus Driver/Commercial Vehicle Operation   + Major Code (Lori) – 5234   + Admission Application (Tana)   + New Curriculum Guide/Update KHEDs (Sarah) – Done   + Update website (Mary)   + Assign to Maggie Tracy for advising – Done | | | | | | | | | |  | |
| Non-Discrimination Statement   * KBOR/Perkins is requiring changes to our statement for potential CTE students * 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 * Student Services has a statement – Angie would like one statement (combine the Student Services statement with the Perkins statement) | | | | | | | | | | 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 * Sarah will update the academic calendars on the web with dates provided by Lori – 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)   + 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 * KBOR Transfer Project | | | | | | | | | | 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 | |
| Assessment/Placement Discussion   * Early assessment/assessment process is part of the developmental teams’ strategic goals * There will be remote assessment for student’s in quarantine * KBOR is looking at a statewide contract for a tool for proctoring and assessment (Todd Mobray) | | | | | | | | | | Elaine/Angie/  Stephanie | |
| BOL Update   * Fall enrollment is looking good | | | | | | | | | | Claudia/Erin | |
| Department of Education Update – no updates | | | | | | | | | | Myrna | |
| Student Services Update – no updates | | | | | | | | | | Angie | |
| Instruction Update   * Academic calendar and scheduling committee met – will not continue to end fall semester by Thanksgiving; working on 2022-2023 calendar | | | | | | | | | | 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 October 14, 2020 | | | | | | | | | |  | |