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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/15/2021 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/my/riegelsbcc> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Whitney Asher | | x | Erin Eggers | o | Kathy Kottas | | | x | | Jeff Mills |
| x | Janet Balk | | o | Mary Foley | x | Karen Kratzer | | | x | | Todd Mobray |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | o | | Myrna Perkins |
| x | Matt Connell | | x | Brian Howe | x | Karly Little | | | o | | Samantha Stueder |
| x | Tana Cooper | | x | Judy Jacobs | x | Angie Maddy | | | x | | Laura Stutzman |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | o | | Kurt Teal |
| x | Mary Doyle | | x | Stephanie Joiner |  |  | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time!   * Noel Levitz survey (Claudia): haven’t received much response – the emails go out under one name but a different email address – will need to address that for future * Many graduations/celebrations coming up: Honors ceremony at FR next Wednesday – GB graduation in person May 14 – nursing pinning in person – working on paramedic cording – MLT in Dec – FR graduation May 27 – FL graduation virtual June 16 – BASICS will have a fall celebration | | | | | | | | | | All | |
| Follow-up Items:   * Admit Hub Campaign – once the new website is available will expand the bots location to more pages * Fall 2021 – Past Due Balances Paid Before Enrollment (All Students/All Delivery)   + Emailed bills to students for fall 2020   + Putting report together to send to advisors for students that are enrolled this spring that have balances   + Business office sent this list to advisors April 6   + They are working with CARES Act funds to help pay for past due   + When students come get their fall schedules, if they have a past due balance, we are having the talk with them of the consequence of being dropped from fall classes * Transition to ArmyIgniteED   + Barton should communicate the change from GoArmyEd to ArmyIgnitED   + Samantha and Abby will put something on the website, Erin will do some BOL messaging, Stephanie is updating the SAD shell | | | | | | | | | | Erin  Laura  Abby | |
| Examine/update the process for admitting and updating incarcerated students   * Disconnect between how students are listed and what degree they are seeking due to incarcerated students using paper enrollment * Need to ensure they are listed correctly for their degree * Large amount of them are listed as non-degree seeking instead of general studies * Their advisor should be Nicole Barr * Put together a small workgroup to discuss – Matt, Mary and Lori will coordinate | | | | | | | | | | Mary Doyle | |
| Definition for the term “student”  “In policy 1132, we actually refer to a definition of the word “student” in a footnote.  I am pretty sure this came “with” the policy/procedure from ATIXA.  However, it’s pretty broad. Might we consider an abbreviated definition…? See below –  *For the purpose of this policy, Barton defines “student” as any individual ~~who has accepted an offer of admission, or~~ who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Barton.*  Even this can lend itself to a broad scope – considering how far in advance of “attendance” students may be *enrolled*.   * Put a workgroup together – Angie, Lori, Stephanie, Todd, Karly, Tana * FERPA: once an enrollment exists they are considered a student * On our website under graduation requirements: Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry. * IPEDS definition of student counts: The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution. | | | | | | | | | | Angie | |
| Proposed Syllabus Statement – Academic Integrity  **Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other’s work or ideas.**  **In everything attempted by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others.**  **Acts of academic dishonesty, intended or unintended are subject to Procedure 2502** [**Academic Integrity**](https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf) **and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.**  Additional Options: Enrollment Form/Self-Serve, Portal, Student Handbook, Tests...   * Angie will have it added to the student handbook * Admit letter?? * Enrollment Form/Self-Service will include * Portal (Dashboard) consider including | | | | | | | | | | Academic Integrity Council Representatives | |
| STEM “meta-major”     * Science-Technology-Engineering-Mathematics * Flexible option for students * Effective date – Fall 2022 * Curriculum guides (Sarah) – ready for Lori * CIP code (Sarah) – 24.0101 * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Brian/Kathy) – met and have ideas going * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Brian | |
| Prerequisites   * Workgroup to discuss prerequisites – Lori, Brian, Karen, Kathy, Kurt, Erin, Claudia –   + Each department that has classes with prereqs will review the prereqs and confirm   + If it’s determined that the class has a prereq that doesn’t fit into Banner then the course will not be available for web enrollment   + The review will be done by March 1 * <https://docs.bartonccc.edu/degrees/programs-of-study/rpt-course-prerequisites-2019.pdf> * <https://bartonccc.edu/programs/prereqs> * <https://bartonccc.edu/online/services/placement> | | | | | | | | | | Lori | |
| CAM Process   * Updated CAM Timeline      * Phase Zero Program Development Template * Phase Zero Program Development Template (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 | |
| CAM Updates   * Emergency Management/Homeland Security – KBOR, HLC & Department of Education approved – Done * Hazardous Materials Management – KBOR, HLC & Department of Education approved – Done * Cyber Security (Mary) – first read of Phase Zero * Welding (Mary) – first read of proposal – a step before Phase Zero * Media Production (Brian) – Phase Zero approved – next steps * Dance (Brian) | | | | | | | | | |  | |
| Increased Communication/Information for International Students   * Workgroup (Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Laura Stutzman, Carol Murphy and Abby Howe) * Group is getting back together to continue discussions * Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur – Post COVID * Stephanie is working on a sharepoint spreadsheet to have a centralized place to track | | | | | | | | | | Elaine | |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * Goal is 946 for 2020-2021 (total for 2019-2020 was 921)   + 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)   + 12/8 = 245 (last year this time 312)   + 1/13 = 368 (last year this time 456)   + 2/10 = 464 (last year this time 464)   + 3/10 = 473 (last year this time 478)   + 4/15 = 643 (last year this time 526) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | |  | |
| Class Scheduling – New Spreadsheet System   * Demo in 2021 – Automated Scheduling to Potentially Include FR/FL * Lori – wants to decentralize schedule – looking a demos | | | | | | | | | | Elaine/Lori | |
| Bulletin of Classes Swim Lane Deadlines   * Still available on the T drive * Spring 2022 available; Summer 2022 available * 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   KBOR General Education Project | | | | | | | | | | Elaine, All | |
| Waitlist Process – Draft Process – Done   * Draft Procedure (Guidelines/Best Practices) * Consider offering students who are waitlisted other options   + Non-credit bearing course or Adult Ed downtown   + Brian will discuss with Developmental Ed team * Karen: finding many courses without a waitlist option – Lori will look into this * Need to notify Advisement Center * This should be made aware to students – possibly add language to the web site (link on self-enrollment page) * Blurb added to PAWS for students * Lori will send final version to PTP * Mary Doyle will notify advisors * LSEC classes have their own process – Lori and Abby will update the waitlist document * Processes are on the website for each campus | | | | | | | | | | Lori | |
| Banner Self-Serve 9   * Soft opening – summer 2021 * Full implementation for fall 2021 for new students * Photos – we will be able to attach student photos * Concourse Syllabi – we will be able to add a link to Concourse   + For Concourse would it be like an upsell, would it recommend additional classes based off of what classes the students took * Attendance tracking * Training is scheduled for March * CougarTALEs | | | | | | | | | | Lori | |
| Web Site Update   * Website will launch in May * The month of April will be used for testing and employee review– there are some delays * Program page updates – Samantha will send to areas/departments to review – next week she will share | | | | | | | | | | Samantha | |
| BOL Update   * The college is leaving Edukan in August * In the process of identifying courses that are not on the BOL platform that we can offer on BOL * Reaching out to Edukan students via constant contact | | | | | | | | | | Claudia/Erin | |
| The Center Update   * Working on Cougar TALEs schedule for August * Academic Integrity training – today and Tuesday | | | | | | | | | | Claudia | |
| Institutional Research Update   * Reforming the team – added Randy Thode * Zendesk is coming – ticketing system | | | | | | | | | | Todd | |
| Department of Education Update   * American Medical Response, Topeka KS has been approved as an active location by HLC and ED | | | | | | | | | | Myrna | |
| Student Services Update – no updates | | | | | | | | | | Angie | |
| Instruction Update   * New workgroup focusing on enrollment for GB campus * Onboarding workgroup formed – Claudia and Jenna * KBOR performance agreement meeting – Elaine and Todd * ENDs reporting group met | | | | | | | | | | 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 May 12, 2021 | | | | | | | | | |  | |

**ENDS:**

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| ESSENTIAL SKILLS | REGIONAL WORKFORCE NEEDS |
| WORK PREPAREDNESS | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT | STRATEGIC PLAN |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.