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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 9/8/2021 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/5354602075> |

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| 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 | Chris Baker | | x | Erin Eggers | x | Kathy Kottas | | | x | | Todd Mobray |
| x | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | x | | Jose Palacios |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Myrna Perkins |
| x | Matt Connell | | o | Brian Howe | x | Karly Little | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Judy Jacobs | o | Angie Maddy | | | x | | Laura Stutzman |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | x | | Kurt Teal |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Michelle Kaiser | x | Denise Schreiber | | | x | | Brandon Steinert |
| o | Sasha Bingaman | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Admit Hub (new name: Mainstay) Campaign** – Status Report and Renewal Option (Approved)      * + Project management recommendation for a future agenda item   + Communication plan meeting (Tana): this is a goal for next year for an overarching communication plan for the college; admissions is interested in using Admit Hub * **Fall 2021 – Past Due Balances Paid Before Enrollment (All Students/All Delivery)** – able to use HEERF funds to help students pay * **Transition to ArmyIgniteED**   + Invoicing is available   + Working on getting caught up this month   + Can’t upload degree plans or grades yet * **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*.   + 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. * **Updated Academic Integrity Statement – Effective in Course Syllabi 2022**   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 all aspects undertaken 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.   * + VP Email Sent June 10th   + Concourse Syllabi Update – Spring 2022   + AI Council Approvals (Full Statement) – have all this done by spring 2022:     - Enrollment Form (Lori)     - Enrollment Self-Serve (Lori)     - Portal (Claudia/Samantha)     - BOL Orientation (Claudia)     - Student Handbook (Angie) – this is done     - Student Orientation (Angie)     - Admissions Letter (Tana) * **Join the BAND (Board for Achieving Normalized Data)**   + Group that will make sure everyone is on the same page with inputting data into Banner   + Representatives for each area of Banner   + Meet quarterly or bi-monthly, probably start this August with new software (Argos) * **Student Information in Banner** * Ongoing issue with student personal information (address, email, phone number) being outdated * Discussion items:   + Can Banner or other products prompt students to verify/update personal information on a semester basis?   + Do we have the capability when students go in to pay a bill they are prompted to update info?   + Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?   + Could the reminder to update address and phone number be in Canvas? * Workgroup to discuss (Michelle, Laura, Claudia, Lori) * **Student O365 Email Accounts – Done** * Students need direction to log into O365 and to know it’s not tied to Canvas * Messaging added to the portal landing page (done), Canvas announcements (done), welcome letter (done) and past due balance notifications (done) | | | | | | | | | | Erin    Laura  Abby  Angie, Lori, Stephanie, Todd, Karly & Tana  Todd  Laura  Laura/Claudia | |
| Tuition Paying (TP) Enrollment Option   * Working to add a TP enrollment option to LCES classes at FL | | | | | | | | | | Kurt | |
| 2021-2022 Curriculum Guide Review   * Review process to start Fall 2021   + August 1-September 30 – Teams review guides   + October 1 – Guides due to Sarah/Denise   + October 1-31 – Sarah/Denise review guides   + November 1 – Guides sent to Lori   + November 1 to January 31 – Lori updates Degree Works   + February 1-14 - Sarah/Denise will resave guides on the T: drive   + February 15-28 – Samantha/Brandon complete web updates and ADA compliance   + February 1 to April 1 – Advisor training (Karen)   + March 1 – Guides posted on the web – effective for Fall 2022 | | | | | | | | | | All | |
| Pre-Professional Healthcare   * The 13 subcategories are on the admissions application but not in Banner * Advising doesn’t know which advisor the student should be assigned to * Admissions can pull a report from Sales Force for the subcategories and send the report to advising * The old curriculum guides for the 13 subcategories will be removed from the web once we do our annual curriculum guide review this fall (Brian, Kathy and Mary Doyle will work on language for the website) * Karen, Mary, Judy, Angie, Brian, Kathy, Lori, Tana, Brandon and Samantha will meet to discuss Pre-Professional Healthcare and STEM programs * Healthcare – website changes coming but wording may still be misleading; talked about the structure of the web pages; group getting back together | | | | | | | | | | Karen, Mary, Judy, Angie, Brian and Kathy | |
| STEM “meta-major”     * Science-Technology-Engineering-Mathematics * Flexible option for students * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 24.0101 * Major code (Lori) – Done * Banner/Degree Works (Lori) – working on * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Brian/Kathy) – met and have ideas going * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Brian, Karen, Mary Judy, Angie, and Kathy | |
| AA Digital Communications and Content Strategy     * A student can complete this AA and obtain external certificates * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 09.0702 * Major code (Lori) – Done * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Brian) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept of Ed (Myrna) | | | | | | | | | | Brian | |
| AAS Technical Studies Changes  Website – Kurt’s webpages | | | | | | | | | | Samantha/Sarah | |
| Plumbing CAM     * Requesting KBOR approval to offer Plumbing at the main campus * Goal to have approved by January 2022 * No HLC/Dept of Ed notifications needed * Approved by: PTP, LLIC, President’s Staff, Board of Trustees * Preparing for KBOR approval | | | | | | | | | | Mary F. | |
| Early Childhood Curriculum Changes     * Remove CHLD 1550 * Effective spring 2022 * Curriculum guide (Sarah) – Done * KHEDS (Sarah) – Done * HLC/Dept of Ed (Myrna) – for certificate – screen shot from KHEDS showing update * Banner/Degree Works (Lori) * Website | | | | | | | | | | Mary F. | |
| Practical Nursing Executive Summary     * Adding Interpersonal Communications as an alternative to Public Speaking * Curriculum guide (Sarah) * KHEDS (Sarah) * Banner/Degree Works (Lori) * Website | | | | | | | | | | Chris | |
| 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   * Cyber Security (Mary) – preparing executive summary * Welding (Mary) – first read of proposal – a step before Phase Zero * Dance (Brian) – preparing executive summary * CNH Partnership (Mary) – coming soon | | | | | | | | | |  | |
| Increased Communication/Information for International Students   * Workgroup (Tana, Karen, Kristan Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) * 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 * Need to talk about a department having ownership of the this process | | | | | | | | | | Elaine | |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027)   + 7/15 = 48 (last year 64)   + 8/9 = 120 (last year 172)   + 9/8 = 162 (last year 197) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | | Jeff | |
| Class Scheduling   * Course Leaf, Course Dog, Digarc & Banner 9 Demos – no decisions are made, no recommendations made yet – what is our overarching goal: enhanced services to our students for enrolling and marketing, ease of course search for students – group to make recommendation to PTP next month (Michelle, Samantha, Lori, Todd, Brandon, Claudia) – no strategic planning money for this year * Post a course search link out on our web site | | | | | | | | | | Elaine/Lori | |
| Bulletin of Classes Swim Lane Deadlines   * Still available on the T drive * Spring 2022, Summer 2022, Fall 2022, Spring 2023, Summer 2023 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 | |
| Banner Self-Service 9 Update – none | | | | | | | | | | Lori | |
| Communication  Student Communications   * In process * New and needs to be communicated * Where does it need to be communicated   Thoughts on Student Communications   * What works best: video, emails, language on web site, etc. * Stay away from screen shots for ADA purposes * Need to be consistent across the institution   Employee Communications   * In process * New and needs to be communicated * Where does it need to be communicated   Michelle and Claudia will get a list together for our next meeting | | | | | | | | | | Elaine | |
| Web Site Update   * Request to add course search link on the home page – done * Meeting with web vendor to address suggestions | | | | | | | | | | Samantha | |
| BOL Update – none | | | | | | | | | | Claudia/Erin | |
| The Center Update   * Cougar Tales in January – let Jenna know if you have any topics * NISOD training free for everyone | | | | | | | | | | Claudia | |
| Institutional Research Update – none | | | | | | | | | | Todd | |
| HLC/Department of Education Update   * Continue to promote Kansas Promise Scholarship and HEERF funds – encourage current students to apply | | | | | | | | | | Myrna | |
| Student Services Update – none | | | | | | | | | | Angie | |
| Instruction Update   * Director of Library position still open – have a couple candidates * Continue to monitor BASICS program * The Foundation has $3,000 in scholarships to give out * Many programs with clinical practicum are requiring students and faculty to have the vaccine * Pending State of Board of Nursing and ACCEN approval – fall 2022 operating RN program at Pratt CC | | | | | | | | | | 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 13, 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.