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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/12/2022 |
| 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 | | o | 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 | | | 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:   * **Mainstay Campaign** – interactive campaigns around winter break * **Transition to ArmyIgniteED** – should be functional by 2023, working through glitches * **Definition for the term “student” for Policy 1132**   + Current definition: *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.*   + New version: *For the purpose of this policy, Barton defines “student” as any individual who is registered or enrolled in Barton programming, and who maintains a current relationship with Barton services or programs.* * **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 January 1, 2022:     - Enrollment Form (Lori) – done     - Enrollment Self-Serve (Lori) – done     - Portal (Claudia/Samantha/Michelle) – working on (will be done by March)     - BOL Orientation (Claudia) – done     - Student Handbook (Angie) – done     - Student Orientation (Angie) – done     - Application (Tana) – done * **Join the BAND (Board for Achieving Normalized Data)**   + Group that will make sure everyone is on the same page with inputting data into Banner; data standards sheet   + Representatives for each area of Banner   + Meet quarterly or bi-monthly, probably start in January 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)     - Report from Michelle: “Those involved have gone through training and are working on implementing, focus first on the immediate need and then will expand to other modules.  Please keep in mind, Banner can do a lot of things, we just need to have things presented and will explore how to make it happen so that we don’t have to try to invent the wheel or spend money on something else when we already have what we need, just need to implement.  What can Banner do for you?! 😊”     - Training (AIP) is taking place; will need to learn page builder; these products will prompt students to update their information; prompt student when enrolling to confirm their information is correct     - By the end of March/beginning of April this should be done * **Student Support Processes for 8-Week Courses** * **Pre-Professional Healthcare**   + AS Liberal Studies with an emphasis in pre-professional   + Effective date – Fall 2022   + Recommendations of what needs to be undone, what needs to be done, what we’re maintaining and how we will communicate the final outcome     - Admissions App – done     - Degree Works – done     - Curriculum guides – done     - Website – Kathy will check on * **AAS Technical Studies Web Page Changes** | | | | | | | | | | Erin  Abby  Angie, Lori, Stephanie, Todd, Karly & Tana  Todd  Laura  Stephanie  Karen, Mary, Judy, Angie, Brian, Kathy and Lori  Kurt/Samantha | |
| **Timing of student course surveys/evaluations in Canvas**   * We’re not getting good feedback on the course surveys because the students are just trying to complete it quickly to move on to do the assignment or test * There is an option the student can choose to come back later to the survey * Include in the course shell templates some instructions/information about the survey (Matt and IE team will work on this) | | | | | | | | | | Janet Balk | |
| **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 | |
| **STEM (Science-Technology-Engineering-Mathematics)**     * AS Liberal Studies with an emphasis in STEM and STEM Education * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 13.1213 (STEM Education); 30.0601 (STEM) * 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 | |
| **Digital Communications and Content Strategy**     * AA Liberal Studies with an emphasis in 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) – Done * Advisor assignment/notification (Karen) – Yuchen will be advising * Programs of Study page (Samantha/Brian) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept. of Ed (Myrna) | | | | | | | | | | Brian | |
| **CAM Update – Plumbing**   * Approved by KBOR * Myrna is seeking approval from Dept. of Ed for a 17-week option * Launch – January 2022 | | | | | | | | | | Mary F. | |
| **CAM Update – Cyber Security**   * Application Submitted to KBOR 12/7/21, KBOR Denied, Resubmitted 1/5/22, KBOR Approved 1/6/22 * Anticipated Launch – Fall 2022 * Mary is working with Myrna on HLC/Dept of Ed paperwork * Cristi Gale will be the advisor | | | | | | | | | | Mary F. | |
| **Early Childhood Curriculum Changes**     * Remove CHLD 1550 * Effective date – Spring 2022 * Curriculum guide (Sarah) – Done * KHEDS (Sarah) – Done * HLC/Dept. of Ed (Myrna) – Done * Banner/Degree Works (Lori) – Done * Website (Samantha) | | | | | | | | | | Mary F. | |
| **Teaching Dance CAM – Executive Summary**     * New certificate and AA for teaching dance * Certificate is not a KBOR recognized certificate; can lead into the AA | | | | | | | | | | Brian | |
| **CAM Update – Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2022 * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept. of Ed (Myrna) | | | | | | | | | | Mary F. | |
| **Medical Laboratory Technology vs Medical Laboratory Technician**   * Technology: the study of vs. Technician: what the person becomes * Want to use Medical Laboratory Technician * Website * Curriculum Guides * KHEDS * Admissions App | | | | | | | | | | Chris Baker | |
| **Corrections Certificate/AAS Degree**   * Recommending to close the Corrections Program due to consistently low enrollment * Enrollment Services * KHEDS * Excel in CTE * Advisement * BOL | | | | | | | | | | Chris Baker | |
| **Nursing Partnership with Pratt Community College**   * We have Kansas State Board approval, waiting for ACEN approval * Will need to have this location approved by HLC/Dept of Ed | | | | | | | | | | Kathy/Myrna | |
| **Increased Communication/Information for International Students**   * Workgroup (Tana, Karen, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) * Working on Strategic Planning Proposal to Hire a Coordinator * Collected and organized duties for the proposed coordinator position * Next steps – have a position description ready for HR | | | | | | | | | | 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)   + 10/13 = 177 (last year 239)   + 11/10 = 205 (last year 284)   + 12/8 = 222 (last year 441)   + 1/12 = 442 (last year 569) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | | Jeff | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * 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   + Project is nearing a year of work   + Working to complete the baseline framework – likely going to be 37-40 credit hours   + After framework is complete, two small committees will be launched     - One committee will work on KBOR policy; Archer is drafting     - The other committee will work on student learning outcomes – it was stated faculty will be involved in this process   + Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer)   + It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more   + The Neosho representative asked about assessment methods.  Archer said the group has not discussed.  He further stated KBOR doesn’t really want to take ownership of assessment   + Archer said that they are “starting with general education.”  Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education   + Discussion on impacts with advising with reference to courses required and offered   + Grace was suggested for the starting timeframe due to when schedules are due | | | | | | | | | | Elaine, All | |
| **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   Instructional Technology Fair Place Holder – Employee Training   * What about the Center website? | | | | | | | | | | Michelle/Claudia | |
| **LICC Update – n/a** | | | | | | | | | | Sarah | |
| **Web Site Update – n/a** | | | | | | | | | | Samantha | |
| **Barton Online Update/Amperage Update**   * Amperage completed their piece, waiting on campaign plan from them * We have 57 possible testimonials Communications is working on | | | | | | | | | | Claudia/Erin/Brandon | |
| **Center for Innovation & Excellence Update**   * Cougar Tales completed for Spring, increased attendance from faculty and staff * Center funding opportunities (Jenna sent out the email today) * OER Summit next month | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Open House last week * Cougar Keepers (student planners) – let Stephanie know if your faculty need some | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * If you use Evaluation Kit let Todd know, he will create an email group to notify everyone of any changes * Learning about Argos | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * 8 virtual orientation sessions set up for spring * Created a spreadsheet to look at big picture success metrics; Randy is helping to finish data collection for last four falls; every fall we will update the data | | | | | | | | | | Angie | |
| **Instruction Update**   * Starting the Plumbing and Carpentry Programs this semester | | | | | | | | | | 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 February 9, 2022** | | | | | | | | | |  | |

***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.