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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 11/9/2022 |
| Time | 10:00 – 11:30 am |
| Location | Zoom <https://zoom.us/j/5354602075> |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| X | Whitney Asher | X | Erin Eggers | X | Karen Kratzer | X | Angel Morgan |
| X | Chris Baker | O | Mary Foley | X | Abby Kujath | X | Jose Palacios |
| X | Janet Balk | X | Lindsay Holmes  | O | Karly Little | O | Myrna Perkins |
| X | Krystall Barnes | X | Brian Howe | O | Angie Maddy | O | Samantha Stueder |
| X | Megan Chambers | X | Judy Jacobs | X | Claudia Mather | X | Laura Stutzman |
| O | Matt Connell | X | Erika Jenkins-Moss | X | Wendy Miller | X | Kurt Teal |
| X | Tana Cooper | X | Stephanie Joiner | O | Jeff Mills |  |  |
| X | Lori Crowther | X | Kathy Kottas | X | Todd Mobray |  |  |
| Ex-Officio members |
| O | Nicole Berger | X | Ronnie Dean | X | Denise Schreiber |  |  |
| O | Sasha Bingaman | X | Maggie Harris | O | Dee Ann Smith |  |  |
| Guests |
| O | Terri Mebane |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Follow-Up Items:* **Transition to ArmyIgnited 2.0** – Completed data migration from 1.0 to 2.0
* **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	+ Ongoing issue with student personal information (address, email, phone number) being outdated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 (Laura, Angie, Lori, Tana, Abby, Erika, Amy Oelke)
		- There are three items students need to agree to/acknowledge. These pop-up after a student has applied but before they enroll.
			* Student financial responsibility statement
			* Talk to Mark about the financial responsibility statement (Laura)
			* The fact that Barton does business electronically
			* For accounts in collections students will get phone calls
		- Need to determine if these items are in the application process (do we want to have students acknowledge more than once)
		- Will these pop up every time a student enrolls?
		- API (form that pops up for the acknowledgement) – Amy Oelke and Robbie Wilcox are working on this
* **FLAC 9 Training**
	+ November 21 – Renetta is leading the training with the help of a couple other folks
* **Programs of Study**
	+ Discuss table; functionality and need; system to put together so it’s current
	+ Myrna sent out an updated approved locations document – HLC has a new platform by which colleges request changes to locations – HLC is working on a program inventory per institution
	+ Workgroup: Samantha, Brandon, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Kurt and Elaine
		- Group met in May; Samantha shared several updates that lean towards supporting the availability of the table ~~– update: haven’t worked on anything with web vendor since May; will work on this as soon as the common content project is complete;~~ update 11/9: back working on this project
		- Web vendor is working with IT on this
		- Samantha and Connie are reviewing the table for formatting/looks
	+ Credential Discussion – Linked to Program of Study Table
		- Would like industry credential information linked to the programs of study table
* **Student Maximum Course Enrollment Guidelines**
	+ The minimum load for full-time student status is 12 credits; however, Barton encourages students to enroll in at least 15-16 hours per semester to meet graduation requirements within two years. Degrees have varying credit hour requirements; thus, students should work closely with their advisor to identify their degree’s requirements. Full-time status for financial assistance is 12 hours per semester. A student may receive partial financial assistance for part-time status.
	+ Recognizing the importance of a student’s success includes academic performance, integrity practices and a robust college experience, the maximum student course enrollment is as follows:

**Fall/Spring Semesters**21 credits – maximum course load; requires no permission**Summer Semester**15 credits – maximum course load; requires no permission* + Exceptions
		- Students enrolled in Barton’s Fort Leavenworth and Fort Riley LSEC program are limited to three classes per cycle.  There are three cycles per fall and springs terms; therefore, nine classes are allowable during the fall and an additional nine classes are available during the spring.  There is only one cycle during the summer term.
		- Students enrolled in accelerated programs, such as some of the workforce programs.
	+ Appeal Process
		- Students in good standing (minimum 2.5 grade point average) may appeal to take an additional six credits per semester. Student appeals may be submitted via an electronic form.
		- Appeals must be submitted a minimum of 10 business days before the desired course(s) begin. Upon receipt, the request will be researched and considered with a final decision made no later than five days before the course(s) begin.
		- Appeals will route to the VP’s Office; representatives will route to the applicable Dean.
	+ New Form - <https://forms.office.com/r/DXTUEejyGu>
	+ Implementation Timeline – Spring 2023
	+ Promotion of Guidelines
		- Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Portal Card, Cougar Keeper, etc.
	+ Banner is set up to prevent a student in enrolling in more than 21 credit hours unless they are included in the programs listed in the exceptions area for new admitted student’s effective spring 2023. (term 202302) (SFAMHRS/Lori)
	+ Power BI report will identify students enrolled in 19 credits hour or more. (Instruction/Students Taking 19 or More Credit Hours)
		- The ES Office will review academic programs for students listed on the report enrolled in over 21 hours. Students that were able to enroll in over 21 hours and not eligible will be notified along with their advisor.
		- Approved appeal forms can be emailed to the ES Office (mulls@bartonccc.edu). The student’s maximum enrollment field will be updated to accommodate the extra hours if applicable. (SFAREGS)
		- Follow up on appeals to the VP Office are completed by the ES Office. (Shanda)
		- Comments are recorded in Banner for all appeals submitted. (SGASTDN)
	+ Self-Enrollment Discussion
	+ Advisor notification of change in enrollment
* **Change of Major Form**
	+ The current form is updated (Zach)
	+ Agreement form should be shifted to new form format
	+ No current way to have the form automatically update from Banner
	+ Karen/Zach met
	+ Karen will follow up with Zach in December
 | AbbyLori/LauraElaineSamantha/ElaineElaineKaren |
| **Data Dictionary – how we promote, report, and transcript**<http://docs.bartonccc.edu/research/internaldata/Data%20Dictionary.pdf> * Student Success Alliance is going to focus on language regarding student success
* Data dictionary hubs out of IE – they will begin this project in 2023
 | Elaine |
| **Military Programs Executive Summary’s*** Military Logistics Certificate
* Military Leadership Certificate
* Military Dangerous Material Handling Certificate
* Military Studies – Associate of General Studies
* Applied Technologies – Associate of Applied Science
 | Terri Mebane |
| **Criminal Justice AAS & Cert*** Remove as offerings due to lack of interest until KBOR realignment
	+ Lack of interest is not just at Barton but statewide at the other community colleges as well
	+ Drawback of AAS students have to be admitted to law enforcement academy
	+ Students cannot carry a gun until 21 so obtaining the certificate prior to that age isn’t beneficial to students
* Sarah will check with KBOR
* Lori will look into Banner
* HLC/Dept of Ed: program can be inactive for a year, after that the program must be closed
* Update 11/9: make no changes for now; wait for KBOR realignment
* Admissions app – Kathy, Chris, Lori, Tana, Karen, Whitney will get together to work out the admissions app to see how the cert, AAS and AS flow
 | Chris |
| **Scales Technician at GVP*** Struggle to get spring enrollments at GB campus
* Consider offering scales in the fall at GB and in the spring at GVP
* Waiting on out district approval from KBOR to offer at GVP
* Will work with Communications to develop promotions
 | Kurt/Kathy/Mary |
| **Curriculum Guides*** Short term workgroup to discuss future guides to potentially include semester guides, guides for full-time and part-time students, legends, etc.
	+ Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford, Shanda Mull
* Brian created a couple draft templates for Kathy’s areas to review
* Consideration of forthcoming KBOR Performance Funding project – proposed deadline of 7/1/2024
 | Elaine/All |
| **2022-2023 Curriculum Guide Review*** Review process to start Fall 2022
	+ ~~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 complete web updates
	+ February 1 to April 1 – Advisor training (Karen)
	+ March 1 – Guides posted on the web – effective for Fall 2023
 |  |
| **Enroll Now Webpage*** There are two different Enroll Now pages on the website: one is for online students and one if for all students
* Interest is to unify the pages or at least have the same formatting
* Samantha is working with the web vendor on this – hopeful to complete this by mid-summer
* Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin, Angie
	+ Team met and it opened a can worms on what our processes actually look like so there will be a follow up meeting – more to come
	+ Meeting next week to finalize
	+ Samantha created a webpage (unpublished)
 | Tana/Samantha |
| **Case New Holland (CNH) Top Tech Program*** Submitted to KBOR
* Reached 30% of fundraising goal
* Effective date – Fall 2023
* Campus location – Barton County(GB)
* Curriculum guides (Sarah)
* CIP code (Sarah) – 01.0205
* Major code (Lori) – 0217
* Banner/Degree Works (Lori)
* Advisor assignment/notification (Karen)
* Programs of Study page (Samantha/Mary)
* Web updates (Samantha)
* Admissions application (Tana)
* Change of Major form (Advisement)
* Internal promotion (Mary)
* External promotion (Communications)
* HLC/Dept of Ed (Myrna)
 | Mary |
| **Dance Instruction and Management** * New certificate and AA
	+ Certificate is not a KBOR recognized certificate; can lead into the AA, but completers may not be submitted to KBOR
	+ What process are we going to use to award the certificate?
		- Set up a certificate code on our end that would appear on transcripts stating the student completed the emphasis requirements
	+ Brian will assemble a group to discuss the credential/certificate (Lori, Tana, Samantha, Karly)
		- We will use the term “certificate”
		- Will be noted on the transcript and the student will receive a paper certificate
* AA Liberal Studies with an emphasis in Dance Instruction and Management
	+ Effective date – Fall 2023
	+ Campus location – Barton County(GB)
	+ Curriculum guides (Sarah) – Done
	+ CIP code (Sarah) – 13.1324
	+ Major code (Lori) – 1311
	+ Banner/Degree Works (Lori) – Done
	+ Advisor assignment/notification (Karen) – Danika needs advisor training
	+ Programs of Study page (Samantha/Brian) – Done
	+ Web updates (Samantha) – Done
	+ Admissions application (Tana)
	+ Change of Major form (Advisement)
	+ Internal promotion (Brian)
	+ External promotion (Communications)
 | Brian |
| **CAM Update – Welding** * Expanding welding program into 3 exit points
* Effective date – Fall 2023
* Campus location – Barton County(GB)
* Curriculum guides (Sarah)
* CIP code (Sarah) – 48.0508
* Major code (Lori) – 4802
* Banner/Degree Works (Lori)
* Advisor assignment/notification (Karen)
* Programs of Study page (Samantha/Mary)
* Web updates (Samantha)
* Admissions application (Tana)
* HLC (Myrna) – preliminary review done 10/4/22 – have not heard from HLC yet
* Internal promotion (Mary)
* External promotion (Communications)
 | Mary |
| **Pratt Nursing – PN Program*** PCC wants Barton to offer the PN program as well (Fall 2023)
* KSBN approved
* Site visit is 11/4/22
* KBOR wants to reduce funding that any college receives for their nursing program – if this moves forward Barton will lose $600,000
 | Kathy/Chris |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded*** Goal is 946 for 2022-2023 (total for 2021-2022 was 981)
	+ 7/13 = 47 (last year 80)
	+ 8/10 = 83 (last year 181)
	+ 9/15 = 132 (last year 214)
	+ 10/12 = 149 (last year 232)
	+ 11/9 = 223 (last year 287)
* Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)
 | Jeff/Jose |
| **Bulletin of Classes Swim Lane Deadlines*** Still available on the T drive
* Fall 2022, Spring 2023, Summer 2023 available
* Working on 2023-2024
* Shifting to three deadlines a year with Interactive Bulletin
* Lori will start sending reminders – email sent 9/12
 | Lori |
| **KBOR Systemwide General Education Project**<https://www.kansasregents.org/academic_affairs/general-education> * Implementation Fall 2024
* Timeline – we would probably need everything done by December 2023
* Do the classes have to be KCOG classes? – No
* Will we need to designate these courses on our transcript if they are transferred from another school?
* Webinars; November 21 and December 16
 | Elaine/Brian |
| **LICC Update** * NTWK 1072 – updated the course description and prerequisites
 | Sarah |
| **Web Site Update**   | Samantha |
| **Barton Online Update*** Summer 2023 enrollment will open soon
* This is National Distance Learning Week
 | Erin |
| **Center for Innovation & Excellence Update*** Discipline collaboration email – need feedback from faculty
 | Claudia |
| **Academic Development Center Update** * Starting the revision process for the Cougar Keepers
 | Stephanie |
| **Institutional Effectiveness Update** * Reviewing all the surveys that go out
 | Todd |
| **HLC/Department of Education Update** * List of approved programs and locations with HLC and the Dept of Ed

 | Myrna |
| **Student Services Update** * Senior Day is November 16 – 233 students signed up
* Next week is International Education Week – on campus activities scheduled
 | Angie |
| **Instruction Update*** Erika Jenkins-Moss attended a local home school event and recruited 9 students
 | Elaine |
| **Next meeting December 7, 2022** |  |

**ENDS:**

**1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning**

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

**Drive Student Success**

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

2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity,
  inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.