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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 12/7/2022 |
| 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 | Chris Baker | | x | Mary Foley | x | Abby Kujath | | | x | | Jose Palacios |
| o | Janet Balk | | x | Lindsay Holmes | x | Karly Little | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Brian Howe | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Megan Chambers | | o | 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 | | |  | |  |
| x | Erin Eggers | | x | Karen Kratzer | x | Angel Morgan | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Ronnie Dean | x | Denise Schreiber | | |  | |  |
| o | Sasha Bingaman | | x | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Terri Mebane | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Follow-Up Items:   * **Transition to ArmyIgnited 2.0** – finished the migration; working on submitting invoice; glitch in system so can’t invoice for session 4 * **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Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?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 and hopefully it will be done by next meeting * **FLAC 9 Training**   + Rescheduled Date: January 3, 2023 * **Programs of Study**   + 2023 Project   + The goal is an automated table that serves both internal and external needs, maintains program currency, aligns with HLC compliance requirements and also ensures alignment with promotion, records and reporting.   + New feature – industry credentials linked to applicable programs of study   + Original Workgroup: Samantha, ~~Brandon~~, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Maggie (new), Kurt and Elaine   + Samantha has briefed Renee, Amy and Zac on what we’re hoping to accomplish so the vendor can get access to what he needs to Banner.   + Samantha and Connie are looking at how the table will be formatted as well as what kinds of filters we’ll want in addition to the ones currently on the Programs and Areas of Interest webpage (formerly Degrees and Programs).   + Chats with Myrna occurred in October about language we can use to help mitigate our marketing efforts versus what HLC expects from us. Labels and filters on the programs table. * **Student Maximum Course Enrollment Guidelines – DONE**    + November 11th message review   + Promotion of Guidelines     - Website (Academic Advising, Registration) – <https://bartonccc.edu/enrollment/howtoenroll>     - Student Handbook – will add to the August handbook     - Advisors – they’ve had to work through a couple students already     - Catalog     - Portal Card – can add to a card for student favorites     - Cougar Keeper – will be combined with the student handbook     - Student Messaging – Angie will work on   + Self-Enrollment Discussion – registrar will be able to catch these   + Advisor notification of Change in Enrollment – will send out again   + Question: If students are not just taking LSEC courses and are adding in CP (evening) and/or BOL, are they still limited to the 21 credits for Fall/Spring Semesters and 15 credits for summer, or are they still exempt because of the LSEC courses? – LSEC is not limited to 21 credits (FR campus can take up to 30 hours); we would work with students so this is doable for them * **Change of Major Form**   + 2023 Project   + 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 | | | | | | | | | | Abby  Lori/Laura/Ronnie  Elaine  Samantha/Elaine  Elaine/Lori  Karen | |
| **Data Dictionary**  <http://docs.bartonccc.edu/research/internaldata/Data%20Dictionary.pdf>   * 2023 Project * Theme: Promoting, Recording & Reporting * Lead: Institutional Effectiveness * Student Success Alliance is focused on language regarding student success * Located all the copies and reviewing now for duplicates or errors | | | | | | | | | | Todd | |
| **Military Programs Executive Summary**    **Military Logistics Certificate**    **Military Leadership Certificate**    **Military Dangerous Material Handling Certificate**    **Military Studies – Associate of General Studies**    **Applied Technologies – Associate of Applied Science**     * These are effective for Fall 2023 * Lori and Terri are going to discuss further to get Degree Works updated * Myrna wants HLC to look at these * Let Myrna know if you want the certificates and AAS to be eligible for federal aid * Sarah will update KHEDS and the curriculum guides * LICC needs an FYI with the executive summary | | | | | | | | | | Terri Mebane | |
| **Criminal Justice AAS & Cert – DONE**   * 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 and Whitney will get together to work out the admissions app to see how the cert, AAS and AS flow | | | | | | | | | | Chris | |
| **Scales Technician at GVP**   * 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 * Schedule is updated – January 23rd start * Meets financial aid requirements | | | | | | | | | | 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 is communicating with Dr. Archer (KBOR) – Information & Timeline Forthcoming (12/6/2022) | | | | | | | | | | 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**   * Multiple “Enroll Now” pages currently exist on the website * Goal – consolidate into one page * Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin, Angie * Samantha has a webpage that is unpublished (not viewable to anyone not logged in as web editor) that has *all* of the content we have on *all* of the Enroll pages   + Team will review and give Samantha feedback | | | | | | | | | | Tana/Samantha | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech)**     * KBOR approved * 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 has forms to complete | | | | | | | | | | 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     - *The following was in the December 1st 2021-2023 Dance goal report: “My contact who works with dance education at the Kansas Department of Education said that the term “credential” fits better for what we are doing than “certificate”. Upon reviewing the curriculum she says our program aligns well with other dance credential programs in the US. “*     - The term “credential” is used for promotions; “certificate” will be used internally * 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) – need to add certificate   + Change of Major form (Advisement)   + Internal promotion (Brian)   + External promotion (Communications) | | | | | | | | | | Brian | |
| **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/Dept of Ed (Myrna) – will go to the committee January 9-10 * 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 11/4/2022 * KBOR wants to reduce funding that any college receives for their nursing program – if this moves forward Barton will lose $600,000; this action has been postponed | | | | | | | | | | 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)   + 12/6 = 237 (last year 329) * 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 | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * Proposed Timeline   + August 1-September 30, 2023 – Teams review guides   + October 1, 2023 – Guides due to Sarah/Denise   + October 1-31, 2023 – Sarah/Denise review guides   + November 1, 2023 – Guides sent to Lori   + November 1, 2023 to January 31, 2024 – Lori updates Degree Works   + February 1-14, 2024 - Sarah/Denise will resave guides on the T: drive   + February 15-28, 2024 – Samantha complete web updates   + February 1 to April 1, 2024 – Advisor training   + March 1, 2024 – Guides posted on the web – effective for Fall 2024 * 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 – n/a** | | | | | | | | | | Sarah | |
| **Web Site Update – n/a** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Working on new marketing ideas | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Switching from VidGrid to YuJa – offering professional development * Added academic integrity information to faculty boot camp | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Busy fall semester * Plan for a web page * Working on revamping academic development shells | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update – n/a** | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed      * Change panel recommended approval by the IAC of the welding program changes with no monitoring report | | | | | | | | | | Myrna | |
| **Student Services Update**   * Food pantry has $70,000 to spend by May (money from the state) * Waiting on new Title IX regulations * Fall student services survey results coming soon | | | | | | | | | | Angie | |
| **Instruction Update**   * Instructional Reviews going on now * Hope to get back on the project of the validation report for scheduling and contact hours | | | | | | | | | | Elaine | |
| **Next meeting January 11, 2023** | | | | | | | | | |  | |