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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 7/13/2022 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/my/elainesimmons>  |

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| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Whitney Asher | x | Erin Eggers | x | Karen Kratzer | x | Jose Palacios |
| x | Chris Baker | x | Mary Foley | x | Abby Kujath | x | Myrna Perkins |
| x | Janet Balk | x | Lindsay Holmes  | x | Karly Little | o | Samantha Stueder |
| x | Krystall Barnes | x | Brian Howe | o | Angie Maddy | x | Laura Stutzman |
| o | Megan Chambers | x | Judy Jacobs | x | Claudia Mather | x | Kurt Teal |
| x | Matt Connell | x | Erika Jenkins-Moss | x | Wendy Miller |  |  |
| x | Tana Cooper | x | Stephanie Joiner | x | Jeff Mills |  |  |
| x | Lori Crowther | x | Kathy Kottas | x | Todd Mobray |  |  |
| 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 |  |  |
| Guests |
| x | Amy Oelke | x | Roni Dean |  |  |  |  |
| Topics/Notes | Reporter |
| Check-Up Time! | All |
| Follow-Up Items:* **~~Mainstay Campaign~~**
* **Transition to ArmyIgnited** (ArmyIgnited 2.0 coming in September)
* **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	+ Ongoing issue with student personal information (address, email, phone number) being outdated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, 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)
			* Elaine, Michelle, Angie and Mark have a conversation about this
			* 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?
		- Nex Gen Dynamic Forms, a vendor that builds dynamic forms that has an API to cash net built in and works with Banner (Michelle)
* **FLAC 9 Training**
	+ A little different look, same function
	+ Training in June (Zoom sessions)
	+ Brooke Cook will review the changes and update the FLAC group
	+ There will be some new FLAC users that will need training (there are training videos available)
	+ Be sure FLAC email distribution list is updated
* **Programs of Study**
	+ Programs of study table was in the catalog (didn’t include it this year); but it’s not available on our website anymore
	+ The way in which Ray put it together does not exist anymore; we need to develop a new way to keep it updated
	+ 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.
* **Expand FR/FL/GVP CP (College Program) Enrollment**
	+ Expand enrollment to students living outside the traveling distance to/from the FR/FL/GVP campus
	+ Need to establish a process for loaning books; Kurt will visit with Darren and work out the details with the Bookstore
* **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.
	+ 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>
	+ Take a look at the form and give feedback by Friday July 15
	+ Implementation Timeline – Spring 2023
	+ Promotion of Guidelines
		- Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other
	+ Automated process for monitoring student enrollment within the maximum course enrollment guidelines
	+ Discussion from 6/8 meeting: self-enrollment challenges (Karen)
	+ Discussion from 6/8 meeting: advisor notification of change in enrollment (Wendy)
* **Student Success Alliance**
 | ErinAbbyLaura/MichelleMichelleAngie/Myrna/ElaineKurtElaineAngie |
| **Curriculum Guides*** 2018-2020 guides remain posted through 2021-2022 (take down 2018-2020 guides)
* 2020-2022 guides – done & posted
* Moving forward – do we need the years on the guides? (Remove the year)
* Samantha says it will not take much time to review the extra curriculum guides
* Fall 2022 guide review
* Semester and full program guides
* There have been examples where there is a full guide and within the full guide identify a suggested semester guide, all in one document (Brian)
* Addition of legend to guides to assist students with course sequencing and availability of classes
* Guides for full-time and part-time students
* Short term workgroup Brian Howe, Mary Foley, Stephanie Joiner, Kathy Kottas, Megan Chambers, Wendy Miller, Michelle Rutherford, someone from enrollment services
 | Elaine/All |
| **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
* 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
 | Tana |
| **Case New Holland (CNH) Top Tech Program*** KBOR paperwork due September 16
* 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)
* Internal promotion (Mary)
* External promotion (Brandon)
* HLC/Dept of Ed (Myrna)
 | Mary |
| **CAM Update – Cyber Security (Networking Security Specialist)*** KBOR – Done
* HLC/Dept of Ed (Myrna) – Approved
* Effective date – Fall 2022
* Campus location – GVP/FR/FL/Online/Barton County(GB)
* Curriculum guides (Sarah) – Done
* CIP code (Sarah) – 11.0901
* Major code (Lori) – 5150
* Banner/Degree Works (Lori) – Done
* Advisor assignment/notification (Karen) – Cristi Gale
* Programs of Study page (Samantha/Mary)
* Web updates (Samantha)
* Admissions application (Tana) – Done
* Internal promotion (Mary)
* External promotion (Brandon – “Has this been sorted out?”) Network Security Specialist, would you like a career in Cyber Security
* Next-tech scholarship (Mary)
* Cyber is a certificate and for the AAS it is Networking
 | Mary |
| **Dance Instruction and Management** * New credential and AA for dance instruction and management
* Credential 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 credential?
	+ Set up a certificate code on our end that would appear on transcripts stating the student completed the emphasis requirements
* AA Liberal Studies with an emphasis in Dance Instruction and Management
	+ Effective date – Spring 2023
	+ Campus location – Barton County(GB)
	+ Curriculum guides (Sarah)
	+ CIP code (Sarah) – 13.1324
	+ Major code (Lori) – 1311
	+ Banner/Degree Works (Lori)
	+ Advisor assignment/notification (Karen)
	+ Programs of Study page (Samantha/Brian)
	+ Web updates (Samantha)
	+ Admissions application (Tana)
	+ Internal promotion (Brian)
	+ External promotion (Brandon)
 | Brian |
| **CAM Update – Welding** * Expanding welding program into 3 exit points
* Effective date – Spring 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) – working on, has been routed to Cathie O
* Internal promotion (Mary)
* External promotion (Brandon)
 | Mary |
| **Nursing Partnership with Pratt Community College (ADN)*** ACEN & KSBN – approved, have not received the letter
* HLC/Department of Education Location/Pratt Satellite for Nursing
* PCC wants Barton to offer the PN program as well (Fall 2023) – plan to have this approved by KSBN by December (no ACEN approval needed)
* Pratt location must be approved by Homeland Security (Tana)
* Advisor Reports
* Admission Application
 | 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)
* Student Services submitted for a Coordinator via strategic planning
 | Angie/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)
	+ 2/9 = 503 (last year 588)
	+ 3/9 = 519 (last year 608)
	+ 4/13 = 546 (last year 700)
	+ 5/11 = 581 (last year 758)
	+ 6/8 = 907 (last year 1027)
	+ 7/13 = 981 (goal 946)
	+ 7/13 = 47 (last year 80) FY23
* 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
 | Lori |
| **General Education Project*** KBOR General Education Project

 | Elaine, All |
| **LICC Update** * Credit Hour and Outcomes/Competencies Changes: MLTR 1026, 1046, 1626, 1815
 | Sarah |
| **Web Site Update** * Programs of Study Table
 | Samantha |
| **Barton Online Update/~~Amperage Update~~** | Claudia/Erin/Brandon |
| **Center for Innovation & Excellence Update**  | Claudia |
| **Academic Development Center Update**  | Stephanie |
| **Institutional Effectiveness Update**  | Todd |
| **HLC/Department of Education Update** * List of approved programs and locations with HLC and the Dept of Ed

 | Myrna |
| **Student Services Update**  | Angie |
| **Instruction Update** | Elaine |
| **Next meeting August 10, 2022*** Put the curriculum guide Fall update scheduled back in the PTP meeting agenda (Sarah)
 |  |

**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.