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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/10/2022 |
| Time | 1:30 – 3:00 pm |
| 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 | x | Mary Foley | x | Abby Kujath | x | Jose Palacios |
| x | Janet Balk | x | Lindsay Holmes  | x | Karly Little | o | 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 |
| x | Matt Connell | o | 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 | Michelle Kaiser | o | Dee Ann Smith |  |  |
| o | Sasha Bingaman | x | Denise Schreiber |  |  |  |  |
| Topics/Notes | Reporter |
| Check-Up Time! | All |
| Follow-Up Items:* **Transition to ArmyIgnited** – 1.0 going away as of August 27 – 2.0 live in October
* **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	+ Ongoing issue with student personal information (address, email, phone number) being outdated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)
			* 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 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)
	+ Draft training document review – Renetta Furrow, Angel Morgan, Lindsay Holmes, Brian, Kurt and Kathy will review document prior to rolling out
* **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 – update: haven’t worked on anything with web vendor since May; ready to work on it now
* **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>
	+ 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) – available report (Lori)?
* **Student Success Alliance** – going to faculty council with the presentation; presentation at the forts this fall
 | AbbyLaura/MichelleMichelleAngie/Myrna/ElaineElaineAngie |
| **PTP Charter Review** * Have review done by the end of the day Friday
 | Elaine |
| **New Team Member in IE*** Angel Morgan has joined IE as the Institutional Effectiveness Coordinator
 | Todd/Angel |
| **Curriculum Guides*** 2018-2020 guides should be removed (Samantha)
* Remove the 2020-2022 language
* Fall ’22 reviews will yield guides without the academic year title
* Short term workgroup: Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford and someone from enrollment services
	+ Purpose: discuss future guides to potentially include semester guides, guides for full-time and part-time students, legends, etc.
 | 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
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| **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
 | 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 (Communications)
* HLC/Dept of Ed (Myrna)
 | Mary |
| **CAM Update – Networking Security Specialist (Cyber Security)*** 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) [Network Security Specialist, would you like a career in Cyber Security] – Done
* Next-tech scholarship (Mary)
* Change of Major form (Advisement)
 | 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
* AA Liberal Studies with an emphasis in Dance Instruction and Management
	+ Effective date – Spring 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)
	+ Web updates (Samantha)
	+ Admissions application (Tana)
	+ Internal promotion (Brian)
	+ External promotion (Communications)
 | 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 (Communications)
 | Mary |
| **Pratt Nursing – PN Program*** 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)
 | 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) – possible difference due to the change with OSH and Barton being short-staffed in support staff
* 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
* Final Documentation Received; implementation fall 2024
* Dean Howe will submit comments/recommendations to Dean’s Council, LICC and PTP
 | Elaine/Brian |
| **LICC Update** * EMTS 1540, 1541, 1542, 1543 – changes to the course title, course description, prerequisites and outcomes/competencies
 | Sarah |
| **Web Site Update** * Common content project delayed until mid-October
 | Samantha |
| **Barton Online Update*** Spring 2023 schedule is done and sessions 1, 2, 3 are open for enrollment
 | Claudia/Erin |
| **Center for Innovation & Excellence Update** * Cougar Tales going this week – great participation
 | Claudia |
| **Academic Development Center Update** * Cougar Conversations are scheduled for this academic year
* Cougar Keepers are out
 | Stephanie |
| **Institutional Effectiveness Update** * Making updates due to Cathie’s assurance argument work
 | Todd |
| **HLC/Department of Education Update** * List of approved programs and locations with HLC and the Dept of Ed

 | Myrna |
| **Student Services Update** * Diversity spotlights Barton puzzle – receiving great responses
 | Angie |
| **Instruction Update*** Performance Agreement is changing – will be going to a project based approach beginning with a developmental ed project
* Vendor/software review and inventory meeting – once a month the VPs + Michelle will meet to discuss technology
 | Elaine |
| **Next meeting September 14, 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.