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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/12/2023 |
| 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 | Karen Kratzer | | | x | | Todd Mobray |
| x | Janet Balk | | o | Lindsay Holmes | x | Abby Kujath | | | x | | Angel Morgan |
| x | Megan Chambers | | o | Brian Howe | x | Karly Little | | | x | | Jose Palacios |
| o | Matt Connell | | o | Judy Jacobs | o | Angie Maddy | | | o | | Myrna Perkins |
| x | Tana Cooper | | x | Erika Jenkins-Moss | x | Claudia Mather | | | x | | Samantha Stueder |
| x | Lori Crowther | | x | Stephanie Joiner | x | Wendy Miller | | | o | | Laura Stutzman |
| x | Erin Eggers | | x | Kathy Kottas | x | Jeff Mills | | | x | | Kurt Teal |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Lee Miller | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| * **Transition to ArmyIgnited 2.0** – everything is working as is should – DONE * **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Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?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 this 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 March 1     - Student Financial Agreement – Amy Oelke is working on * **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, 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).   + Web vendor working with IT to get access to Banner fields to streamline flow of information   + 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.   + **Discussions continue. Feedback on the page mock-up has been provided as of 4/11 to Samantha and Connie from a 4/4 meeting with Lori, Myrna, Sarah and Elaine**   + **Elaine is working with Deans Kottas and Teal’s area on industry credential information to be included on the page** | | | | | | | | | | Abby  Lori/Laura  Samantha/Elaine | |
| **Barton Online Card in the Portal – DONE**  cid:image002.png@01D94DA3.3A217720   * Confusing for LSEC students since the card states Canvas and Barton Online * Recommending a name change of the card   + Create a Bookstore card?   + Canvas Course Access with a descriptor? * Lori will work with Ronnie Dean on this | | | | | | | | | | Abby | |
| **Maximum Course Enrollment Process – DONE**  **Process…**   * Appeal form is submitted * Appeal submission comes to Sarah/Denise via email * Sarah/Denise will forward to the applicable Dean * Dean’s review and provide their ruling to Sarah/Denise * Sarah/Denise will notify Enrollment Services, i.e. Lori with the decision * Enrollment Services will notify the advisor (if one is listed) and the student   **Amended Process…**   * Appeal form is submitted * Appeal submission comes to Sarah/Denise via email * Sarah/Denise forward to the applicable Dean’s * Dean’s review within five business days and provides ruling to Sarah/Denise * Sarah/Denise sends appeal & ruling to Lori, Shanda, and student’s advisor   **Remaining Discussion Topic**   * Can Zendesk be used to support this process? Hold on this for now | | | | | | | | | | Wendy | |
| **OER Low-Cost Degree**  Discussion Item from Lee Miller:  *I was able to talk with Kristan Connell this morning for the Low-Cost Degree and one point that she noted was figuring a way to notate or notify the advisor as to which degree pathway the student is following. Ex. – an AS liberal studies or a Low-Cost AS liberal studies. This does not eliminate course options, but students will be provided specific information as to which classes would fall into the Low-Cost degree option. Kristan suggested the options of a new major code as that would notate it specifically for advisors where it was easy to see, but Lori did not like the option of adding major codes and mentioned this needed to go to PTP for discussion and next steps. In many ways we are working on trying to build the infrastructure to support the roll out of the new Low-Cost degrees so that it is easy for both the advisor and the students.*   * Liberal Studies Degrees: AA, AS, AGS * Lori will look at scheduling so it’s more easily identifiable * Workgroup: Lee, Kristen, Lori, Erika | | | | | | | | | | Elaine/Lee | |
| **Pre-Professional Healthcare Verbiage**  <https://bartonccc.edu/programs/preprofessional>   * Need language at the beginning of the page that states those degrees do not contain actual clinical courses and will not result in a credential – it’s currently in each section but it needs to be more prominent * Kathy will work with Samantha to get this page updated | | | | | | | | | | Wendy | |
| **NURS 1208 Mental Health Nursing II Course**   * Change from 4 credit hours to 3 credits hours * Degree would drop from 70 to 69 * We’ve had a hard time finding mental health clinical space * Will bring to LICC today | | | | | | | | | | Chris | |
| **Data Dictionary**   * 2023 Project * Theme: Promoting, Recording & Reporting * Lead: Institutional Effectiveness * New link: <https://app.powerbi.com/links/yIqi50uYKE?ctid=4f70318f-3996-418c-a1ca-e9b3ab96f814&pbi_source=linkShare&bookmarkGuid=9434c364-b741-40fb-b8c6-9874a6e359c1>   + Didn’t delete anything   + Added columns so it can be sorted and filtered   + Reviewed every definition and found the source for each   + Student Success Alliance is focused on language regarding student success – begun work   + Need to determine our definition for the Data Dictionary   + Elaine’s Thoughts:     - Who is all reviewing?     - Coordination of review?       * SSA (half-way done; hope to be done by June 1)       * Once SSA is done have another group do a another look in July or August | | | | | | | | | | Todd | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * Workgroup to address course identification   + Brian Howe, Sarah Riegel, Lori Crowther, Erika Jenkins-Moss, Megan Chambers, Jose Palacios, Claudia Mather, Lee Miller, and Mary Doyle   + Need to determine if there are any AA or AS degree that needs to deviate from the gen ed buckets due to program requirements   + Need to determine if that are any AA or AS degrees that have a specific gen ed course to complete a particular emphasis and we do not want to waive that requirement   + Gen Ed Spreadsheet – courses slotted into buckets: review and send Brian feedback      * + April 1st Report Submitted Early | | | | | | | | | | Elaine/Brian | |
| **Curriculum Guides Moving…**   * 2024-2025 Academic Degree Maps * Workgroup: Elaine Simmons, Brian Howe, Kathy Kottas, Stephanie Joiner, Wendy Miller, Megan Chambers, Mary Doyle, Shanda Mull, Samantha Stueder, Lindsay Holmes, Sarah Riegel, Denise Schreiber, Vic Martin, Latoya Hill, Cathy Smith, Mary Foley, Chris Baker, Kurt Teal, Roni Wertz * Meetings begin March 27th – monthly through the end of the year * **Workgroup is reviewing a variety of maps and providing recommendations for a Barton draft** * Proposed Timeline   + March-May – Research KBOR Guidelines; Develop Barton’s Template   + June – Host Training Session – could this be a Cougar Tales session   + August 1-September 30, 2023 – Teams review 2023-2024 curriculum guides and transition to academic degree map template   + October 1, 2023 – degree maps due to Sarah/Denise   + October 1-31, 2023 – Sarah/Denise review degree maps   + November 1, 2023 – degree maps sent to Lori   + November 1, 2023 to January 31, 2024 – Lori updates Degree Works   + February 1-14, 2024 – Sarah/Denise will resave degree maps on the T: drive   + February 15-28, 2024 – Samantha complete web updates; required centralized web location in addition individual program/discipline web pages   + February 1 to April 1, 2024 – Advisor training on degree maps   + March 1, 2024 – degree maps posted on the web   + April 10, 2024 – Fall 2024 Enrollment Begins | | | | | | | | | |  | |
| **Scales Technician at GVP**   * Fall 2023 * Waiting on out district approval; approval received from Cloud * Promotional Campaign * Meets financial aid requirements | | | | | | | | | | Kurt/Kathy/Mary | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech)**     * KBOR approved * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * 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 (Maggie) * HLC/Dept of Ed (Myrna) – Myrna submitted to HLC 2/27/23 (3 months approval time); then will request Dept of Ed approval (takes 60 days); can starting promoting after HLC approval | | | | | | | | | | Mary | |
| **Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * 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) – HLC Approved; waiting on Dept of Ed approval * Internal promotion (Mary) * External promotion (Maggie) | | | | | | | | | | Mary | |
| **Music Accompaniment AA and Certificate**     * Effective date – Spring 2024 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 50.0907 * Major code (Lori) – 5009 * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) – general advising for now; Alejandro Avila will be trained * Programs of Study page (Samantha/Brian) * Web updates (Samantha) * Admissions application (Tana) * HLC/Dept of Ed (Myrna) – n/a * Internal promotion (Brian) * External promotion (Maggie) | | | | | | | | | | Brian | |
| **Pratt Nursing – PN Program**   * PCC wants Barton to offer the PN program as well (Fall 2023) * KSBN approved * Grant award to support hiring faculty * Partner meeting with Pratt March 9; Signed MOU * Faculty Search * 18 students have applied so far | | | | | | | | | | 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)   + 1/11 = 377 (last year 562)   + 2/8 = 476 (last year 581)   + 3/20 = 514 (last year 593)   + 4/12 = 530 (last year 635) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) * Completer discussion | | | | | | | | | | Jeff/Jose | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * Shifting to three deadlines a year with Interactive Bulletin * 2023-2024 available | | | | | | | | | | Lori | |
| **LICC Update – no updates** | | | | | | | | | | Sarah | |
| **Web Site Update – no updates** | | | | | | | | | | Samantha | |
| **Barton Online Update** | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * August Cougar Tales – let them know if you are interested in presenting on anything | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Working on Cougar Conversation topics * Working on summer topics (mainly for online and fort students) | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Partnership List: <https://bartonccc.edu/planning/kpi-metrics-dashboard/partnerships> * Survey Load Calendar finalized: <https://docs.bartonccc.edu/research/pics/Internal/SurveyLoadCalendar.pdf> * Committee List Updates (in progress) | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * Commencements coming up * Gearing up for enrollment days | | | | | | | | | | Angie | |
| **Instruction Update**   * EMS has accreditation site visit the end of this week * Area high schools have asked Karly to come this spring for enrollments * Assessment Institute graduation last week * Leadership Institute graduation in two weeks * Dean’s Council is discussing competency-based learning * PTK Ceremony (FR/FL/Online) – May 2 | | | | | | | | | | Elaine | |
| **Next meeting May 17, 2023** | | | | | | | | | |  | |