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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 12/4/2024 |
| 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 | Erin Eggers | x | Abby Kujath | | | x | | Jose Palacios |
| o | Janet Balk | | x | Mary Foley | o | Karly Little | | | o | | Myrna Perkins |
| o | Jenn Bernatis | | x | Lindsay Holmes | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Megan Chambers | | x | Brian Howe | x | Claudia Mather | | | x | | Laura Stutzman |
| x | Tana Cooper | | o | Judy Jacobs | x | Mollie McReynolds | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Wendy Miller | | | x | | Josh Winkler |
| x | Renee Demel | | x | Stephanie Joiner | x | Jeff Mills | | | x | | Jenna Wornkey |
| x | Mary Doyle | | x | Kathy Kottas | x | Angel Morgan | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Maggie Harris |  |  | | |  | |  |
| o | Sasha Bingaman | | o | Dee Ann Smith |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| **Inventory College Processes Project**   * ~~CAM Process~~ * ~~Requisitions~~ * Creating CRNs in Banner * Using R25 * Degree map process * **International student processes and late arrivals** * Employee orientation/onboarding * Faculty orientation * **Course scheduling and financial aid** –Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine * LOI process * Creating Canvas shells * Cross listing classes in Canvas * Adding or changing a card in the portal * Recording keeping requirements * 2+2 agreements * ~~Problem resolutions in Maxient~~ * Electronic college forms * Academic coaching process | | | | | | | | | | All | |
| **Problem Resolutions in Maxient** <https://cm.maxient.com/reportingform.php?BartonCCC&layout_id=75>   * Nature of the Problem:   + Course, Grade, or Instructor and Academic Integrity Basic Violation Finding – routes to Sarah Riegel and she will send it on the appropriate Dean or Executive Director   + Business Office or Financial Aid – routes to Mark Dean   + Other Concern – routes to Angie Maddy * Using this form through Maxient allows us to easily track problem resolutions in one place * This form will replace the word document that is embedded in the procedure * Consider implementing for this spring semester * Stephanie sent out the updated form on August 16th.   + Dr. Kottas asked, do we need to include the statement Dean’s Council is working on in terms of how long a student can use this procedure, “over 180 days.”   + Workgroup reviewing three college procedures; one is the Student Problem Resolution – need to coordinate reviews and release. * Stephanie and Sarah met to discuss the how the process will work through Maxient * Training Meeting (November 5th) for VP Dean, Maddy, and Simmons and Deans Howe, Kottas, and Teal * Next Steps: Stephanie will schedule with those identified for training in January | | | | | | | | | | Stephanie | |
| **Course Search Tool**  <https://www.bartonccc.edu/enrollment/classes>   * Angie will work with her team on some updates/changes to make it more user friendly | | | | | | | | | | Angie | |
| **Systemwide Elementary Education Degree/Education/Early Childhood**   * KBOR has asked us to implement the approved transfer degree into:   + Catalog (done)   + Degree map (done)   + Programs of Study/Webpage (done)   + Recruitment (current and future students) – create a brochure – Stephanie and KellyAnn are working on this project – draft is created   + Advisement (done)   + Course development to ensure availability for fall 2024 (done) * New Collaboration – Education/Early Childhood – new position called Instructor & Coordinator of Early, Elementary, and Secondary Education | | | | | | | | | | Stephanie | |
| **Intermediate Algebra**   * State Funding Ceases with FY 26 (beginning fall 25) * No listing on any degree map * Continue offering online for out-of-state/international students, if Kansas students take – no state aid. How could we eliminate Kansas enrollment online or should we? * How many out-of-state/international students that take intermediate algebra from us are then taking college algebra from us? * If we decide to still offer intermediate algebra, we should have a pre-req hold * There are many students that take intermediate algebra from us to transfer to a technical college * KBOR’s position on continued offering of Intermediate Algebra – moving target; however, this seems to be a clearer answer – we would potentially loose on any new monies that come with Performance Funding if we offer the coursework. * Need a meeting?? Stephanie, Brian, and Elaine will meet | | | | | | | | | | Elaine | |
| **Corequisite Courses**   * How will they be identified in Banner and on the Scheduling Matrix? * There will be a 3-credit hour gateway course; link the 2-credit hour corequisite when scheduling using the CRN * This will impact Degree Maps, Degree Works, some syllabi, master course list * Courses are college algebra, stats, contemporary math, comp I | | | | | | | | | | Stephanie/Lori | |
| **Dates in the Barton Online Bookstore**   * Can the dates be added next to the online sessions in the Barton Online Bookstore > Shop by Course area, similar to the way they now reflect in the Register for Classes > Search Criteria > Session area? * Erin will see if we can add the dates – working with IT and eCampus | | | | | | | | | | Megan | |
| **Book Scholarships (2025-2026)**   * No books in the Barton County Campus Bookstore, beginning summer 2025 * Students will purchase textbooks for face-to-face classes via the online bookstore * New Barton Bound scholarship recipients (beginning fall 2025) will not receive scholarship funds for textbooks * Students currently receiving the Barton Bound scholarship will continue receipt of funds for textbooks until their scholarship period is complete   Discussion Items:   * Need to update our processes for this change * What is the process for faculty for those students who still want to order a physical book * How will students on the Barton County campus be made aware of this change * Language will be updated on promotional items | | | | | | | | | | Elaine | |
| **New Onboarding for Students**   * When a student is admitted the account is created in Banner which triggers a user name and email account; and they will create their own password * With this new system students will be able to change their passwords on their own * This is for new students beginning in January 2025 * We will be able to put policies in front of students that they must acknowledge | | | | | | | | | | Renee | |
| **Programs of Study Table**   * Review twice a year at PTP (April and October) | | | | | | | | | | Myrna | |
| **Construction Technology/Plumbing Programs**     * KBOR is requiring CA-2 application to modify. PAM has been initiated with the following presentations:   + PTP – 3/13/24 (done)   + LICC – 3/20/24 (done)   + President's Staff – 4/22/24 (done)   + Board Study Session – 5/14/24 (done)   + Board Meeting – 5/28/24 (done) * CA-2 Draft Due to VP Office – 5/20/24; sent to KBOR 6/10/24; KBOR approved 6/18/24 * HLC – Approved 8/30/24 * Department of Education – Approved * Program name changes to Construction Technology * Program changes from 18 credit hours to 23 credit hours * Effective date – Fall 2024 * Campus location – Barton County(GB) * Degree Map (Sarah) – Done * CIP code (Sarah) – Done * Major code (Lori) – Done * Banner/Degree Works (Lori) – Done * HLC/Dept of Ed (Myrna) – Done * Web pages/Programs of Study page (Samantha/Mary F.) * College catalog * Admissions application (Tana) * Change of Major form (Mary D.) * Brochures/publications (Mary F.) * External promotion (Maggie) | | | | | | | | | | Mary F. | |
| **Medical Laboratory Assistant (MLA) Program**     * PAM has been initiated with the following presentations:   + PTP – 8/14/24 (done)   + LICC – 8/14/24 (done)   + President's Staff – 8/19/24 (done)   + Board Study Session – 9/10/24 (done)   + Board Meeting – 9/24/24 (done) * CA-1 sent to KBOR 9/30/24; TEA approved in November; December Regents’ Meeting * Effective date – Summer/Fall 2025 * Campus location – Online * Degree Map (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * HLC/Dept of Ed (Myrna) * Web pages/Programs of Study page (Samantha/Chris) * College catalog * Admissions application (Tana) * Change of Major form (Mary D.) * Brochures/publications (Chris) * External promotion (Maggie) | | | | | | | | | | Chris | |
| **Drop Notification (Athletics)**   * Notify athletics? Lori will send them an email in January | | | | | | | | | | Lori | |
| **Degree Map Review Project (2025-2026)**   * ~~August 1-September 30, 2024 – Teams review degree maps~~ * ~~October 1, 2024 – degree maps due to Sarah~~ * ~~October 1-31, 2024 – Sarah review degree maps~~ * ~~November 1, 2024 – degree maps due to Lori~~ * November 1, 2024 to January 31, 2025 – Lori updates Degree Works * February 1-14, 2025 – Sarah will resave degree maps on the T: drive * February 15-28, 2025 – Samantha complete web updates * February 1 to April 1, 2025 – Advisor training on degree maps * March 1, 2025 – degree maps posted on the web * April 9, 2025 – Fall 2025 Enrollment Begins   Key Points:   * Math Pathways – Chosen Coursework by Program of Study (KBOR training 10/8) * Intermediate Algebra – Funding Dissolved FY 26 (remove from degree maps)   + Impact on Program Alignments (CTE) | | | | | | | | | |  | |
| **Removing Curriculum Guides from Web**   * Remove in spring 2026 | | | | | | | | | | Elaine | |
| **Student Success Metrics**   * Angie and Stephanie are meeting this Friday | | | | | | | | | | Stephanie | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2024-2025 (total for 2023-2024 was 940)   + 6/11 = 10 (last year 9)   + 7/10 = 19 (last year 9)   + 8/14 = 91 (last year 145)   + 9/11 = 131 (last year 184)   + 10/9 = 148 (last year 193)   + 11/13 = 197 (last year 253)   + 12/4 = 197 (last year 253) * 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 (T-Drive)**   * Deadline in February for fall | | | | | | | | | | Lori | |
| **Topics for Discussion**   * Adding New Programs to FR Admissions Application – Abby will check with Tana * Course Scheduling Data   + Course Cancellations   + Drop Reasons | | | | | | | | | | Elaine | |
| **LICC Update**   * Updated outcomes/competencies – EDUC 1142 * New courses – MUSI 1023 and MUSI 1055 | | | | | | | | | | Sarah | |
| **Web Site Update – n/a** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * New student engagement specialist started Monday | | | | | | | | | | Erin | |
| **Center for Learning Excellence Update**   * January Cougar Tales will only be one day this year * Working on course design standards | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Extended hours this week for students * Collecting data for embedded coaching to expand to non-corequisite classes | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update – n/a** | | | | | | | | | | Jeff/Angel/Jose | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed      * Prison Education Program (PEP) application – second draft is being written now * 2024-25 FAFSA – soft launch of new application * New webpage to help students with FAFSA: <https://bartonccc.edu/financialaid/fafsa> * HLC criterion is changing effective September 2024 | | | | | | | | | | Myrna | |
| **Student Services Update – n/a** | | | | | | | | | | Angie | |
| **Instruction Update**   * Demos: Coursedog, Courseleaf, and Modern Campus * NOX Demonstrations * Golden Key Group * Micro-Credentials * Program of Study Project * Program Alignment Project (WTCE) | | | | | | | | | | Elaine | |
| **Next Meeting January 9, 2025** | | | | | | | | | |  | |