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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 XAbsent 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)
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| **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** |  |