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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/7/2024 |
| 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 | Mary Foley | x | Karly Little | | | x | | Jose Palacios |
| x | Janet Balk | | x | Lindsay Holmes | x | Angie Maddy | | | o | | Myrna Perkins |
| x | Jenn Bernatis | | x | Brian Howe | x | Claudia Mather | | | x | | Samantha Stueder |
| x | Megan Chambers | | x | Judy Jacobs | x | Mollie McReynolds | | | o | | Laura Stutzman |
| x | Tana Cooper | | x | Erika Jenkins-Moss | x | Wendy Miller | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Stephanie Joiner | x | Jeff Mills | | | x | | Josh Winkler |
| x | Mary Doyle | | x | Kathy Kottas | x | Todd Mobray | | |  | |  |
| o | Erin Eggers | | x | Abby Kujath | x | Angel Morgan | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| **Inventory College Processes Project**   * Creating a new program/degree * 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** * LOI process * Creating Canvas shells * Cross listing classes in Canvas * Adding or changing a card in the portal * Recording keeping requirements * 2+2 agreements | | | | | | | | | | All | |
| **Programs of Study 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 * Workgroup: Samantha, Angie, Myrna, Todd, Jose, Lori, Mary, Sarah, Kathy, Maggie, 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 * Ongoing chats with Myrna and Elaine * Updated campus locations were sent to Samantha on June 27th * Elaine is working with Dean’s Kottas and Teal on their areas industry credential information to be included on the page * We need to annually look at the campus location table * Maggie/Samantha Update – email – stand still on their end; needs to be some configuring of the data; once that is done it will be ready; hopeful by the end of the year * Power BI Report (Mark Dean) – this can be part of the conversation * Samantha will work with Lori and IT * Web vendor is ready to work on it – Samantha is going to set up another meeting (IT, enrollment services, web vendor) – 2/7/24 update: met with vendor and worked through some technical items | | | | | | | | | | Samantha/Elaine | |
| **College Forms**   * We’ve identified at previous meetings that there is no automated system at this time to link employees to specific college forms. This discussion initiated with the hiring of a new supervisor and the challenge of identifying all the necessary forms and implementing the approvals for specific forms. * The College is moving to a new forms system. In preparation, all areas should be reviewing their current forms – whether linked in the Forms Center or accessible internally across departments, areas, etc. * Forms that are routinely used by function should be captured in continuity books. * Update from Renee Demel 1/10/24: first five forms are done and being tested; IT will migrate those over once testing complete; there will be auto generated email and tracking; demonstration of a few forms at President’s Staff on January 22 | | | | | | | | | | Elaine/Brian | |
| **Course Scheduling and Financial Aid**  Myrna has asked us to pick this project back up. The attached is a document that was put together prior to the HLC visit with added information from Myrna that has not yet been fully discussed and documented. One area that needs additional work is the Scheduled Academic Year dates and the process for creating and monitoring.     * Call for Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine * Meeting schedule for October 26th had to be cancelled; rescheduled for November 15th and rescheduled again for January 24, 2024 | | | | | | | | | |  | |
| **New Subject Code – QMAT (Fall 2024)**  Adjustment Areas: Instructional Review, Placement Matrix, Banner Reports, Web Pages, Catalog, Degree Maps and KBOR Reporting | | | | | | | | | |  | |
| **LSEC Part of Terms**  Recently, we have received more requests from students who do not meet the LSEC scholarship requirement, to create a class within our schedule that students can pay for. When I do this, I schedule it as a college program course and use an open part of term. My question is, would it be possible for me to continue scheduling these classes like this, but, start scheduling them with the coordinating LSEC Part of Term?   * Abby will reach out to Terry Barrow to see if this would impact his work any – 2/7/24 update: no impact | | | | | | | | | | Abby | |
| **OER Pathways (AA, AS, & AGS)/OER General Education Package**   * Starting fall 2024 * Marketing * Scheduling * Advisement * Enrollment * Tracking/Data Collection | | | | | | | | | | Elaine | |
| **Searching for Classes in Banner and with the Course Search Tool**   * There’s a group getting together to look at how students are searching for classes | | | | | | | | | | Elaine | |
| **Systemwide Elementary Education Degree**   * KBOR notified Barton that our degree map for the systemwide elementary education degree was approved on December 29th * The degree is a PK-6 transfer associate degree * The systemwide degree creates a clear pathway in which all courses completed within the associate degree transfer as the first 60 hours towards a 120-hour degree in elementary education at the six state universities and Washburn University * The remaining 60 hours are the required courses to complete an elementary education baccalaureate degree and PK-6 licensure requirements * KBOR will be in touch to assist the College to enter the program into Barton’s Program Inventory in mid-January – Done * We are asked to implement the approved transfer degree into our catalog, degree map (done), programs of study, recruitment (current and future students), advisement, course development, etc. to ensure availability for fall 2024 * Apprenticeship location * What are our next steps?   + Education Fair – February 15 at the Barton county campus 7 pm; virtual fair January 26; KS Dept of Ed will present at these fairs and other 4-year RTI’s will attend the fairs   + Targeting admins of local school districts and potential students | | | | | | | | | | Elaine/Stephanie | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * June 1 Report to KBOR – Done/KBOR Feedback/Done * July 30 Report to KBOR – KBOR Feedback/Emphasis Discussion * Academic Degree Map      * + April 1st Report Submitted Early      * + June 1st Report Submitted to KBOR     **General Education Webpage**  <https://www.bartonccc.edu/programs/generaleducation>   * Barton’s List of Classes in each Bucket   + Place on General Education Page – Other Locations?   + School District Counselors Requesting Information – USD Meeting * Degree Maps All Together – Coordinate with Information about Curriculum Guides   + [www.bartonccc.edu/programs/guides-maps](http://www.bartonccc.edu/programs/guides-maps) * Discussion Items from 2/7 meeting   + Since we have to show the completion of the gen ed package on the student’s transcript, can we put that same statement on the webpage (Kansas Systemwide General Education Completed)   + Add a statement as to why the systemwide general education package is important | | | | | | | | | | Elaine/Brian | |
| **2024-2025 Academic Degree Maps**   * Timeline   + March-May – Research KBOR Guidelines; Develop Barton’s Template   + June/July – Template Preparation   + August 1-September 22, 2023 – Teams utilize current curriculum guides for transition to 2024-2025 academic degree map template   + September 25-29, 2023 – Advisement Center reviews draft academic degree maps   + October 2, 2023 – degree maps due to Sarah/Denise   + October 2-31, 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 15-29, 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 * **Discussion items:**   + Advisement Training   + Need to determine how we will phase out the old guides: how they are displayed on the web, language, etc.   + Have one webpage with all the links to the old guides   + Have a link to new maps and old guides at the top of the programs of study page   + How to phase in the degree maps? Samantha suggested link the degree maps on the program web pages and have language saying “that if you enrolled before this date (have a date) you need to use this link” and it goes to the curriculum guides (a link to the master list of degree maps and a link to the master list of curriculum guides)   + Mary Doyle suggested have the language say “if you were admitted before this date, not if you are enrolled”   + Samantha will put together a mock master page for the current curriculum guides   + Stephanie’s Question | | | | | | | | | | All | |
| **Technical Theatre Degree**     * Associate of Arts and Certificate; Certification Exam * Effective date – Fall 2024 * Campus location – Barton County(GB) * Degree Map (Sarah) – Done * CIP code (Sarah) – 50.0502 * Major code (Lori) – 5006 * Banner/Degree Works (Lori) * HLC/Dept of Ed (Myrna) – n/a * Advisor assignment/notification (Mary D.) * Programs of Study page (Samantha/Brian) – Brian shared on 11/6 that he has sent updated information to Samantha * Admissions application (Tana) * Change of Major form (Mary D.) * Internal promotion (Brian) * External promotion (Maggie) * Follow up on how the certificate should be coded – meeting scheduled for 2/12 | | | | | | | | | | Brian | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2023-2024 (total for 2022-2023 was 998)   + 7/12 = 43 (last year 62)   + 8/9 = 81 (last year 165)   + 9/13 = 174 (last year 201)   + 10/11 = 186 (last year 213)   + 11/7 = 205 (last year 267)   + 1/10 = 403 (last year 502)   + 2/7 = 484 (last year 528) * 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 * 2024-2025 available | | | | | | | | | | Lori | |
| **LICC Update**   * THEA 1313 – course title change * THEA 1316 – new course for Fall 2024 | | | | | | | | | | Sarah | |
| **Web Site Update – no updates** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Spring numbers are good * There were a lot of administrative drops for sessions 1 and 2 – this could be due to fraud – they will keep an eye on sessions 3 and 4 | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Center funding opportunities – four people were awarded | | | | | | | | | | Claudia | |
| **Academic Development Center Update – no updates** | | | | | | | | | | 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) * Demo of the Point in time Dashboard | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed      * Prison Education Program application * 2024-25 FAFSA – soft launch of new application | | | | | | | | | | Myrna | |
| **Student Services Update**   * College catalog – March 8 is the deadline for review * Junior Day February 14 – 340 students signed up | | | | | | | | | | Angie | |
| **Instruction Update – no updates** | | | | | | | | | | Elaine | |
| **Next meeting March 13, 2024** | | | | | | | | | |  | |