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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/14/2024  |
| Time | 2:15-3:15 pm |
| 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 | Mary Foley | x | Karly Little | x | Myrna Perkins |
| x | Janet Balk | x | Lindsay Holmes | x | Angie Maddy | x | Samantha Stueder |
| x | Jenn Bernatis | o | Brian Howe | x | Claudia Mather | x | Laura Stutzman |
| x | Megan Chambers | x | Judy Jacobs | x | Mollie McReynolds | x | Kurt Teal |
| x | Tana Cooper | o | Erika Jenkins-Moss | o | Wendy Miller | x | Josh Winkler |
| x | Lori Crowther | x | Stephanie Joiner | o | Jeff Mills |  |  |
| x | Mary Doyle | x | Kathy Kottas | x | Angel Morgan |  |  |
| x | Erin Eggers | x | Abby Kujath | x | Jose Palacios |  |  |
| Ex-Officio members |
| o | Nicole Berger | o | Maggie Harris |  |  |  |  |
| o | Sasha Bingaman | o | Dee Ann Smith |  |  |  |  |
| Guests |
| x | Karen Gunther |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Medical Laboratory Assistant (MLA) Program** * New 28 credit hour certificate program requested by advisory board
* Falls between Phlebotomy and MLT programs
* Online program with lab and clinical hours
* Students will have the ability to earn an industry credential
 | Karen Gunther |
| **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** – Stephanie
* 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 |
| **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 |
| **Webpage Guidance*** Communications wants guidance on which programs get their own webpage and which programs go under a departmental webpage
* For example, Dance Instruction has its own webpage separate from Dance, but Tech Theatre is on the same webpage as Theatre
* Draft Guidelines:
	+ Does the program stand on its own with no relation to other programs?
	+ Does the program have its own degree map?
	+ Would a separate webpage benefit from specific photos and/or graphics?
	+ Does the narrative length require a separate webpage?
	+ Is there student benefit to combining related webpages?
* Maggie will put something together to meet with a smaller group. Update at September meeting.
 | Maggie/Samantha |
| **Special Populations Project*** KBOR requires special population questions to be asked of all students – not just CTE students in order to be compliant
* Cowley model has been mentioned as a model
* Krystall Barnes has provided KHEDS materials from the manual: pages 111-115
* Krystall Barnes has provided the special population questions that are currently asked of CTE students
* Project goal: incorporate survey process to capture special populations feedback from all students by fall 2024
* IE has the survey completed and tested; Angie will a couple people read the questions again to make sure they are good; then will add to the acceptance email
 | Angie |
| **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.
* Workgroup: Samantha, Angie, Myrna, Todd, Jose, Lori, Mary, Sarah, Kathy, Maggie, Kurt, and Elaine
* Sam’s Update (April)
	+ “We had a couple of setbacks in February with unrelated web issues and those have now been resolved, so new timeline we’ve established with our web vendor for the project is to have the table built and live by the beginning of May. The toggle, filtering capabilities and layout will be ready for us to review in that time in the event any design or functionality changes need to happen. During that time, our web vendor will also be implementing the Banner integration piece which we plan to have done by the end of June. Barring any entirely unforeseen Banner challenges or emergency web issues that pop up, this page will be live by July 1! It is the top priority on our projects with our web vendor so our allotted web hours will be directed at this unless an emergency arises.”
* Update for May: it will be ready for feedback at the June PTP meeting
* Update for June: Samantha will check with the web vendor about sending out the draft page to the group for review
* Update for July: Table went live June 28th; advisement needs to complete a review; on standby
* August status: working with web vendor; advising is reviewing the list and details
 | Samantha/Elaine |
| **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 meeting
	+ 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 |
| **Confusion surrounding Networking (cert and AAS) programs*** Both originated under Networking Specialist, but now the cert is labeled Network or Networking Security Specialist
* There are two listings on the programs of study webpage (<https://bartonccc.edu/degrees-programs>), but both take you to the exact same webpage/information
	+ On the webpage, it reflects different terminology for the cert- should it be Network or Networking (the new degree map reflects Network) Security Specialist?
		- Elaine, Mary, Josh, and Kathy will review our communications with KBOR
* There are two different Banner codes for the cert (5215-Networking Specialist, 5150-Networking Security Specialist)
	+ This causes data edits to have to be completed here at the FR office (have communicated confusion with Shanda Mull)
	+ Should one no longer be used?
		- 5215 is the AAS and 5150 is the certificate
* Student example- Is listed as pursuing Networking Security Specialist in Banner but DegreeWorks reflects Network Cyber Specialist
	+ We have to provide degree plans to soldiers in order for them to utilize their Tuition Assistance, so there is currently confusion on what the title on that degree plan should reflect
		- Lori fixed this
 | Megan/Abby |
| **Difference between new admissions application, re-admit form, and Change of Major Request forms*** Ex: If a student submits a Change of Major form to update/change their program of study, they are advised to instead submit a new admissions application if it has been at least six months since they have completed a class or initially applied here at Barton. When they do this, sometimes we don’t see their program of study get updated (when looking at SFAREGS), so we’re wondering why. Is it up to Advisement or the Advisor to update SFAREGS once the admissions app is processed?
* I have been included on e-mails when re-admit forms are processed, but I’m not sure why these are submitted or where they can be found. Does their program of study get updated from these forms, or just contact information (address, phone number, etc.)?
* Angie and Tana will talk and get back with the group
 | Megan/Abby |
| **DoD MOU Tuition Rate**With the new DoD MOU, soldiers taking classes at the Barton County Campus can only be charged the In-County tuition rate. We recently had a soldier sign up for a Barton County zoom class in which he was originally charged the in-state tuition rate. We have this corrected now but I thought it was important to share so all departments are aware in case it comes up again. Below are screenshots of the tuition rate choices available in the AI Portal (Army and Air Force):cid:373fde26-50f8-4121-a11f-5cfd48cc5d76and the Academic Institution Module (Navy, Marine, Coast Guard):cid:1514460d-e950-49e8-87eb-2c95ac8171b1* Laura and Lori will discuss for next month’s meeting
 | Abby |
| **Construction Technology/Plumbing Programs*** KBOR is requiring CA-2 application to modify. CAM 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 – Myrna is working on the application
* Department of Education
* 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)
* CIP code (Sarah)
* Major code (Lori)
* Banner/Degree Works (Lori)
* HLC/Dept of Ed (Myrna)
* 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. |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded*** Goal is 946 for 2023-2024 (total for 2022-2023 was 998)
	+ 5/20 = 739 (last year through 5/20: 973; last year through 5/31: 1002)
	+ 6/11 = 962 (last year 1002)
* 2024-2025
	+ 6/11 = 10 (last year 9)
	+ 7/10 = 19 (last year 9)
	+ 8/14 = 91 (last year 145)
* 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)** * September 27 is the deadline for spring 2025
 | Lori |
| **Topics from Last Month*** Adding New Programs to FR Admissions Application – Abby will check with Tana
* Course Scheduling Data
	+ Course Cancellations
	+ Drop Reasons
* Software Processes Wish List
 |  |
| **LICC Update** * Updated the outcomes/competencies: CHLD 1500
 | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Summer 2024 was up 23% (majority was online)
 | Erin |
| **Center for Innovation & Excellence Update** * Center open house on September 18, 1:00-4:00
* Add/drop email is working again
 | Claudia |
| **Academic Development Center Update** * Formalized academic coaching processes
* Piloting embedded academic coaches within our fall co-requisite courses
* Published four-year report
 | 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 – target date to finish in August
* 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** * Want to discuss tracking the number of certificates and degrees awarded
 | Angie |
| **Instruction Update – n/a**  | Elaine |
| **Next Meeting September 11, 2024** |  |