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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/14/2024  |
| 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 | o | Abby Kujath | x | Jose Palacios |
| o | Janet Balk | x | Mary Foley | x | Karly Little | x | Myrna Perkins |
| x | Jenn Bernatis | o | Lindsay Holmes | x | Angie Maddy | x | Samantha Stueder |
| x | Megan Chambers | x | Brian Howe | x | Claudia Mather | x | Laura Stutzman |
| x | Tana Cooper | x | 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 | o | 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 |
| **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?
* Per Maggie’s August report – small group identified; update will be provided at the September meeting
	+ Samantha and Mary Doyle are working on the webpage guidance and the programs of study projects
	+ Degree maps should drive how we split up program web pages
	+ Samantha and Mary have suggestions on which programs should have their own page
	+ Want to align what’s on our programs of study page to Banner
	+ Work group: Maggie, Samantha, Mary D., Lori, Tana, Megan, Myrna, Dean’s Council
 | Maggie/Samantha |
| **Special Populations Project – DONE** * 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 have a couple people read the questions again to make sure they are good; then will add to the acceptance email. – ready to go
 | 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
* Update for August: working with web vendor; advising is reviewing the list and details will be shared at the September meeting.
 | 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 working on
	+ 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*** 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
	+ Elaine, Mary, Josh, and Kathy will review our communications with KBOR
 | 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 – DONE** 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 September’s meeting – done
 | 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 – Approved 8/30/24 “Congratulations to the accreditation writing team of Stephanie Jointer, Lee Miller, and Karly Little for their first writing project and first approval!  One and one!  😊 They were assisted by Mary Foley and Kathy Kottas who share the accolades for this successful project!”
* Department of Education – Myrna is waiting on them
* 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. |
| **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
* 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 |
| **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 sent 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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| **Student Success Metrics*** Want to identify and explain student success metrics
* Will reach out to IE for a new representative on the SSA
* Standing agenda item
 | 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)
* 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
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| **LICC Update – n/a**  | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Template for summer 2025 will go out Monday 9/16; due back 10/20
 | Erin |
| **Center for Innovation & Excellence Update** * Center Open House next week 9/18 1:00-4:00
* Instructional Excellence Academy – 12 participants
* Awarded 4 individuals for center funding opportunities
 | Claudia |
| **Academic Development Center Update – n/a**  | 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** * Lori will schedule a meeting with Elaine, Angie, Myrna, and Shanda to discuss enrollment verification reporting, late enrollments, course scheduling, and financial aid disbursements
 | Angie |
| **Instruction Update** * Completed DOD audit
* Consider creating degree maps for high school students starting college specific to their high school
* Consider creating degree maps for service members that show they can start with us and during deployment they can continue with Barton Online
* Updating 2+2 agreements with KSU (dietary is completed)
* We’re in talks with FHSU to update our 2+2 agreements
* Talking with a company about offering a degree for federal human resources
* Meeting with a company next week that wants four online courses for their 52 employees
 | Elaine |
| **Next Meeting October 9, 2024** |  |