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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/9/2025  |
| Time | 2-:00-3:30 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 | Erin Eggers | x | Abby Kujath | x | Jose Palacios |
| x | Janet Balk | x | Mary Foley | o | Karly Little | x | Myrna Perkins |
| x | 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 | 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 | 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 on February 19
 | 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 – Done** * 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.
* Dr. Garstecki is planning to discuss with Dr. Flanders
 | 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 – Done** * 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
* Email to VP Dean 12/4/24
 | Elaine |
| **Associate Degree in Nursing – Program Alignment Project*** The academic degree map for the Associate Degree in Nursing is currently listed as being the Registered Nursing (RN) Associate of Applied Science.
* The KBOR alignment page shows that it should be the “Associate Degree Nurse (A.D.N.)” Associate of Applied Science degree.
* Chris will work with Samantha to get this updated on the web
* Lori will update the major code
 | Chris |
| **MLT Technology vs. Technician*** Should be Medical Laboratory Technology
* Chris will work with Samantha to get this updated on the web
 | Chris |
| **Criminal Justice AAS and Certificate*** Recommendation to close AAS and certificate; keep AS
* There is a requirement to attend KLETC to complete AAS; you must be 21 years old to attend KLETC; the majority of our students are not 21 when they complete the AAS
* Have this removed from admissions app and web before April 1
 | Chris |
| **Construction Technology/Plumbing Programs – Done** * 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.) – Done
* College catalog – Done
* Admissions application (Tana) – Done
* Change of Major form (Mary D.) – Done
* Brochures/publications (Mary F.) – Done
* External promotion (Maggie) – Done
 | 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 – Approved 12/18/24
* 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 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 – n/a**  | 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)
	+ 1/9 = 372 (last year 538)
* 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 is February 25 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 – n/a**  | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Working to offer micro-credentials online
 | Erin |
| **Center for Learning Excellence Update** * Working on new student orientation software
* PD at FR/FL in April
 | Claudia |
| **Academic Development Center Update** * Embedded coaches into corequisite courses this semester
 | 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 – submitted to HLC
* 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** * New student code of conduct procedure coming this semester
 | Angie |
| **Instruction Update*** Academic Calendar 25-26 and 26-27
* BOL Winter Intercession
 | Elaine |
| **Programs of Study Table** Notes from Myrna:* I recall at least one instance in which the spreadsheet was returned to me with a change in weeks. I changed that back to the approved weeks. If a change in weeks needs to be made, that must go through the approval process. Does this need to be included in the PAM matrix? Also, weeks of attendance should be included in the course scheduling process that is being documented, although I think that might have taken a back burner for a while.
* Lori is working on entering these into Banner in the tables for ability to pull these into a form which can be published to the website. Updating this information has coincidentally been critical to the GE/FVT reporting which is taking top priority until the regulatory deadline of **1/15/2025**.
* Once Lori is finished, we will work with Ray and Jose to build the data pull from Banner. Once that is built, we will hand the project off to Maggie and her team.

It seems like we are working on so many projects right now that are compliance related, I thought we needed a list to keep track:* The Programs of Study Compliance Chart
* Corrective Action Plan item: Last Date of Attendance Policies & Procedures
* The Course Scheduling Project
 | Sarah, Kurt, Lindsay, Brian, Jenn, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting February 11, 2025** |  |