|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/11/2025 |
| Time | 8:30-10:00 am |
| Location | Zoom <https://zoom.us/j/5354602075> |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Chris Baker | | x | Erin Eggers | x | Abby Kujath | | | x | | Jose Palacios |
| x | Janet Balk | | x | Mary Foley | x | Karly Little | | | x | | Myrna Perkins |
| o | Jenn Bernatis | | x | Lindsay Holmes | o | 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 | | o | Stephanie Joiner | o | Jeff Mills | | | x | | Jenna Wornkey |
| x | Mary Doyle | | x | Kathy Kottas | x | Angel Morgan | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | o | 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: training on February 19th for group of individuals | | | | | | | | | | 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 * Updated verbiage and sent a request to IE for an updated Power BI report | | | | | | | | | | Angie | |
| **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 * Dean Howe, Dr. Joiner, and Elaine discussing * Offered summer 2025 and fall 2025 online | | | | | | | | | | 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 * Syllabi for the 2-credit hour corequisites will be reviewed at the March LICC meeting | | | | | | | | | | Stephanie/Lori | |
| **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 * Students will be able to pull up their schedule and see what resources are needed   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 – Cecelia is working on the website updates * Email to VP Dean 12/4/24 | | | | | | | | | | Laura | |
| **Associate Degree in Nursing – Program Alignment Project – Done**   * 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 – Done**   * Should be Medical Laboratory Technology * Chris will work with Samantha to get this updated on the web | | | | | | | | | | Chris | |
| **Criminal Justice AAS and Certificate – Done**     * 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; most of our students are not 21 when they complete the AAS; no one currently in the program * Have this removed from admissions app and web before April 1 * Myrna will let HLC and Dept of Ed know we are closing the program as of May 8, 2025 | | | | | | | | | | Chris | |
| **Systemwide Associate Degrees**   * Social Work * Business Administration – KBOR is requiring us to include STAT 1829 in Bucket 7, in addition to Bucket 3 * Computer Science * Pre-Nursing * Elementary Education | | | | | | | | | | Elaine | |
| **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 – Fall 2025 * Campus location – Online * Degree Map (Sarah) – Done * CIP code (Sarah) – 51.0802 * Major code (Lori) * Banner/Degree Works (Lori) * HLC/Dept of Ed (Myrna) – Approved by HLC; need approval for Title IV aid * 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) | | | | | | | | | |  | |
| **Removing Curriculum Guides from Web**   * Remove in spring 2026 | | | | | | | | | | Elaine | |
| **Student Success Metrics**   * Retention goal by AY 26-27 to increase fall-to-fall retention rates to part-time, first-time degree seeking students to 30%; full time, first-time degree seeking to 60% * Last five years retention rates for part-time:   + 19-20=26%   + 20-21=24%   + 21-22=29%   + 22-23=32%   + 23-24=28% * Last five years retention rates for full time:   + 19-20=55%   + 20-21=53%   + 21-22=55%   + 22-23=48%   + 23-24=56% | | | | | | | | | | 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)   + 2/10 = 402 (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**   * CHLD 1570 – new course | | | | | | | | | | Sarah | |
| **Web Site Update – n/a** | | | | | | | | | | Samantha | |
| **Barton Online Update – n/a** | | | | | | | | | | Erin | |
| **Center for Learning Excellence Update**   * Let them know if you want to present or if you have any ideas for presentations for Cougar Tales or the all faculty meeting * Looking at orientation software * ADA committee * Micro credentials * OER cohorts * Title III | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Increase in attendance at coaching sessions and Cougar conversations | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Working on Noel Levitz survey that will launch at the end of the month * Need to determine who the survey will go to and how it will go out | | | | | | | | | | Jeff/Angel/Jose | |
| **HLC/Department of Education Update**   * PEP application is being reviewed by HLC | | | | | | | | | | Myrna | |
| **Student Services Update**   * There is training coming up for math pathways and the new placement matrix | | | | | | | | | | Angie | |
| **IT Update – n/a** | | | | | | | | | | Renee | |
| **Instruction Update**   * We’re shopping with three vendors: Course Dog, Course Leaf, and Modern Campus * Title III five-year grant * Reviewing program web pages | | | | | | | | | | Elaine | |
| **Compliance Chart**     * Remove Criminal Justice AAS and certificate * Update the major code for BML AAS and certificate | | | | | | | | | | Sarah, Kurt, Lindsay, Brian, Jenn, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna | |
| **Next Meeting March 12, 2025** | | | | | | | | | |  | |