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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/12/2025  |
| Time | 1:45-3:15 pm |
| Location | Zoom <https://zoom.us/j/5354602075> |

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| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| o | Chris Baker | x | Erin Eggers | x | Abby Kujath | o | Jose Palacios |
| x | 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 | Angel Morgan | x | Jenna Wornkey |
| x | Mary Doyle | x | Kathy Kottas |  |  |  |  |
| Ex-Officio members |
| o | Nicole Berger | o | Maggie Harris |  |  |  |  |
| o | Sasha Bingaman | x | 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 |
| **Employment Changes*** Discuss ideas of how to keep all campuses better informed of employment changes so other departments can stay knowledgeable when referring students or looking for assistance. I'll use the FR campus as an example, we often have turnover with our student services specialists, so staff from other departments may struggle to get students directed to the correct person. Is there a college preferred method that all departments can use to keep other areas updated on these position changes?
* Many people use the email distribution lists in Outlook
* There’s the Employee Directory on the website
 | Abby |
| **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; training on February 19th and March 10th for group of individuals
* Deans and EDs are going to practice over the next 4-6 weeks
* Remove from agenda for now and add back in August
 | Stephanie |
| **Website Update & Course Search Tool**[**https://www.bartonccc.edu/**](https://www.bartonccc.edu/)* Add four links that were missing were added back to the home page

<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 only; not offered on main campus or forts
 | 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
* Erin will meet with eCampus 3/17/25 to discuss inclusive access options; group will meet again
 | Laura |
| **Systemwide Associate Degrees*** Social Work
* Business Administration
	+ KBOR is requiring us to include STAT 1829 in Bucket 7, in addition to Bucket 3
	+ KBOR says it’s our choice if we want to allow all students to count STAT 1829 in Bucket 7
* 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; with the Dept of Ed
* 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*** 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%
* Title III grant is in the process; will develop a student success plan
 | 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)
 | 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 – Done
* Course Scheduling Data
	+ Course Cancellations
	+ Drop Reasons
 | Elaine |
| **LICC Update*** SOCI 1176 – new course
* CNHI 1233 & TRAD 1750 – updated credit hours and outcomes/competencies
 | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Fall sessions 1-3 are open for enrollment
* Working with Laura and Samantha on bookstore
 | Erin |
| **Center for Learning Excellence Update** * Working on Cougar Tales, All Faculty meeting, customer service committee, employee onboarding process, ADA, orientation
 | Claudia |
| **Academic Development Center Update** * First session on AI last night – good student engagement
 | Stephanie |
| **Institutional Effectiveness Update** * Noel Levitz – 6% response rate for Barton online; 5% response rate for main campus
 | Angel/Jose |
| **HLC/Department of Education Update – n/a**  | Myrna |
| **Student Services Update** * Working on orientation
 | Angie |
| **IT Update – n/a**  | Renee |
| **Instruction Update*** Blue Ribbon Taskforce in Topeka – if bill is passed it will form a 17-member taskforce to review community college and technical colleges
* Budget discussions in Topeka
 | Elaine |
| **Compliance Chart*** No changes
 | Sarah, Kurt, Lindsay, Brian, Jenn, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting April 9, 2025** |  |