|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/7/2025  |
| Time | 8:30-10:00 am  |
| Location | Zoom <https://zoom.us/j/5354602075> |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | x | 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 |
| o | Lori Crowther | x | Erika Jenkins-Moss | x | Wendy Miller | x | Josh Winkler |
| x | Renee Demel | x | Stephanie Joiner | o | Angel Morgan | x | Jenna Wornkey |
| x | Mary Doyle | x | Kathy Kottas |  |  |  |  |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris |  |  |  |  |
| o | Sasha Bingaman | o | Dee Ann Smith |  |  |  |  |
| Guests |
| x | Nolan Esfeld |  |  |  |  |  |  |
| 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 – Done** * 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 |
| **Website Update & Course Search Tool**<https://www.bartonccc.edu/><https://www.bartonccc.edu/enrollment/classes>* Angie will work with her team on some updates/changes to make it more user friendly
* Samantha has the updated verbiage for the website
* Angie will send a request to IE for an updated Power BI report (interactive course search tool)
 | Angie |
| **New Project Assigning High School Students to Specific Advisors*** Assigning non-degree seeking high school students to specific advisors in the advisement center
* May consider assigning a specific advisor to a particular high school – something to think about in the future
* How should this be announced to counselors, principles, and superintendents? – Karly and Mary will work on this
* This applies to any in-state high school student
 | Mary D./Karly/Wendy |
| **Corequisite Courses*** 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 – updates complete
* Courses are college algebra, stats, contemporary math, comp I
* Beginning in the fall if a student isn’t testing into comp I or college algebra without support they will be required to enroll in two sections
	+ If they try to enroll in the sections without the supporting course a pop-up will tell them they can’t enroll in those sections
	+ Paired CRNs are listed in the comments of the scheduling matrix
* A group will meet to ensure students are enrolling in the correct sections – Stephanie, Lori, Mary D., Erin, Mollie, Karly, Courtney, Abby
 | Stephanie/Lori |
| **Textbooks, Access Codes, & OER Certification*** No books in the Barton County Campus Bookstore beginning summer 2025
* Students will purchase textbooks for face-to-face classes via the online bookstore (eCampus)
* 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
	+ Students will be able to see if the course has a traditional textbook, access code, or OER certified
* Moving forward textbook submissions forms will arrive from colleagues associated with the Center for Learning Excellence. Requests for resources will include both face-to-face (campus) classes and online classes and the request will be included in one form. Center colleagues, Erin Eggers and Courtney Metcalf, will serve in a support capacity as you navigate this expanded resource system.

 Discussion Items:* How will students on the Barton County campus be made aware of this change
* Language will be updated on promotional items – Cecelia/Communications is working on the website updates
* Textbooks, Access Codes, and OER Certified courses are a priority discussion; a workgroup is meeting
* How will students know a course is OER?
	+ <https://online.bartonccc.edu/student-services/oer>
	+ Class Type on the course search tool
 | Laura |
| **Systemwide Associate Degrees*** Social Work
* Business Administration
* Computer Science
* Pre-Nursing
* Elementary Education
* Working through the last of the KBOR paperwork for Social Work, Business Administration, Computer Science, and Pre-Nursing – VP of Instruction office will be reaching out to those areas to update degree maps, etc.
 | 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; submitted to the Dept of Ed on March 12
* Web pages/Programs of Study page (Samantha/Chris) – rough draft done
* College catalog
* Admissions application (Tana)
* Change of Major form (Mary D.)
* Brochures/publications (Chris)
* External promotion (Maggie)
 | Chris |
| **Removing Curriculum Guides from Web** * Remove in spring 2026
 | Elaine |
| **ADC Project to Support Students through the Graduation Process*** Last year a list was compiled of students who are eligible to graduate but had not applied to find out what they are struggling with to graduate – worked through those concerns
* As of March 5, reached out to 176 students who are eligible to graduate but had not applied – gave them directions on how to apply – waiting to see how many of those students did apply
 | Stephanie/Nolan |
| **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)
	+ 4/9 = 472 (last year 619)
* 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
* Spring 2026 deadline is September 26
 | Lori |
| **Topics for Discussion*** Course Scheduling Data
	+ Course Cancellations
	+ Drop Reasons
 | Elaine |
| **LICC Update*** MATH 1826, QMAT 1826, ENGL 1209 – updated course title, credit hours, course description, prerequisites, outcomes/competencies (effective fall 2025)
* STAT 1828 – updated course code (effective fall 2025)
* STAT 1826 – updated course code, updated course title, credit hours, course description, prerequisites (effective fall 2025)
* MLTC 1512 – updated course title, course description, outcomes/competencies (effective fall 2025)
* EDUC 1106 – updated course description, outcomes/competencies (effective fall 2025)
* ACCT 1610, BSTC 1200 – new courses (effective fall 2025)
 | Sarah |
| **Web Site Update** * Working on the program web page project
 | Samantha |
| **Barton Online Update** * Working on new bookstore
 | Erin |
| **Center for Learning Excellence Update** * Team is going to the FR and FL next week
* Working on August Cougar Tales
 | Claudia |
| **Academic Development Center Update – n/a**  | Stephanie |
| **Institutional Effectiveness Update – n/a**  | Angel/Jose |
| **HLC/Department of Education Update*** PEP application approved by IAC – we must have a visit to the locations within 6 months – next steps is submitting to the Dept of Ed
 | Myrna |
| **Student Services Update*** Housing application numbers for this coming fall are on track
* Financial aid applications submitted are up for this coming fall
* Virtual orientation project April 23-25
 | Angie |
| **IT Update*** Working on annual risk assessment for cybersecurity and GLB requirements
* Working to retire old forms server – should be done by November
* Working on Windows 11 upgrade
* Upgrade FL computer lab April 16
 | Renee |
| **Instruction Update*** Signed a 3-year MOU last week with Pratt Community College for nursing
* LCF graduation last week
* Barton County campus graduation May 9; FR graduation May 16; FL graduation May 20
* Blue Team Form process meetings coming
* Completed vendor demos with Modern Campus, Course Leaf, and Coursedog
* Micro-credentials – working with Larned State Hospital
* Late arrival deadline date for fall 2025 is September 4
* Budget deficit is approximately $2M
 | Elaine |
| **Compliance Chart*** Review chart and let Sarah know by the end of the day if there are any changes
 | Sarah, Kurt, Lindsay, Brian, Jenn, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting May 14, 2025** |  |