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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/14/2025  |
| Time | 1:30-3:00 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 | o | Megan Phillips |
| x | Janet Balk | o | Mary Foley | x | Karly Little | x | Myrna Perkins |
| x | Jenn Bernatis | o | Lindsay Holmes | x | Angie Maddy | x | Samantha Stueder |
| x | Narren Brown | x | Brian Howe | x | Claudia Mather | x | Laura Stutzman |
| x | Tana Cooper | o | Judy Jacobs | o | Mollie McReynolds | x | Kurt Teal |
| x | Lori Crowther | x | Erika Jenkins-Moss | o | Wendy Miller | o | Josh Winkler |
| x | Renee Demel | x | Stephanie Joiner | x | Angel Morgan | x | Jenna Wornkey |
| o | Mary Doyle | x | Kathy Kottas | x | Jose Palacios |  |  |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris |  |  |  |  |
| o | Sasha Bingaman | o | Dee Ann Smith |  |  |  |  |
| Topics/Notes | Reporter |
| **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 – DONE** * 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
* Karly has a new report she will share with Mary D.
* Lori states we are working on assigning all non-degree seeking students in Degree Works
 | 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; courses are college algebra, stats, contemporary math, comp I
* This will impact Degree Maps, Degree Works, some syllabi, master course list – updates complete
* 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
	+ Going to do a review of the students in the co-req to determine if they really need to be in a co-req
 | 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.
* Utilizing Inclusive Access for Access Codes
	+ Charge will be placed directly on the student’s bill; Those scheduling courses with access codes will no longer need to add a course fee-fee.
	+ Students will have immediate access to the codes

 **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 – websites are all up to date
* 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
* We will add language to the portal cards – Laura will provide Renee language
 | Laura/Erin |
| **Program Web Pages – SEO Searches**Page titles impact internet/Google SEO. Here is information directly from Google on SEO and page titles:A page title, also known as an SEO title or title tag, is a crucial element in SEO. **It's the text displayed in search engine results pages (SERPs) and browser tabs, and it helps users and search engines understand what a page is about**. **Here's why page titles are important for SEO:*** **Help users understand the page's content:** A well-written title tag clearly communicates the page's purpose and content to both users and search engines, helping them determine if the page is relevant to their search query.
* **Improve search engine rankings:** Title tags are a key factor in how search engines rank pages. Including relevant keywords and creating unique, descriptive titles can improve a page's visibility in search results.
* **Increase click-through rates:** Compelling and accurate titles can encourage users to click on a search result, leading to more website traffic.
* **Improve user experience:** Clear and descriptive titles help users quickly identify if a page is what they're looking for, leading to a better user experience and potentially reducing bounce rates.

**Discussions:**It was suggested that the word **program** be used in the page title.* Compliance concerns – specific definition from the Dept of Ed and HLC of the term program – defined as ending in a credential
* Discussion about using program and emphases – impacts search efficiency
* Could we use the word **major**? Samantha will reach out their peers
 | Elaine/Samantha |
| **Fall LSEC Classes**Starting this fall, we will be offering the new corequisite math classes in LSEC. Due to the amount of information in these courses, we will be stretching them through 2 LSEC cycles, making them 12 weeks long, instead of our normal 6 weeks. Because of this, we need to create a new Part of Term for them since they will follow their own self-service dates. * New Part of Term starting this fall
* Abby will notify HR, IE, IT, Mark Dean
 | Abby |
| **Systemwide Associate Degrees*** Social Work
* Business Administration
* Computer Science
* Pre-Nursing
* Elementary Education
 | Elaine |
| **Barton-Hutchinson MOU – Respiratory Therapist Program*** Contact: Chris Baker and Kathy Kottas
* Other Details: approached about 2 years ago about starting a respiratory therapist program, it’s a very expensive and lengthy process to start the program, how can we get more respiratory therapist in our area, Hutch has the closest program
* Students will do their pre-reqs and gen eds at Barton and then do their respiratory therapist courses at Hutch
* There will be an official signing between Barton and Hutch
* This would be an AAS; how would this impact our AS Respiratory Therapist?
* Need to talk about promotion
 | Kathy |
| **Discontinue Architectural Engineering, Law, Math Education, Mortuary Science, STEM Education, and Respiratory Therapist Liberal Studies Degrees*** Web page project resulted in this recommendation
* Remove from web
* Tana will remove from admissions app now so no one can select it as a major
* Notify advisement – get a list of students who have these as their majors
* This discontinuance is effective starting this fall 2025
 | Brian |
| **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) – 5105
* Banner/Degree Works (Lori) – Done
* HLC/Dept of Ed (Myrna) – Approved by HLC; approved by Dept of Ed
* Web pages/Programs of Study page (Samantha/Chris) – rough draft done
* College catalog – working on
* Admissions application (Tana) – Done
* Change of Major form (Mary D.)
* Brochures/publications (Chris) – Done
* External promotion (Maggie) – started process
 | Chris |
| **Removing Curriculum Guides from Web** * Remove by March 1, 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*** Data dictionary and metrics discussion
 | 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)
	+ 5/13 = 505 (last year 904)
* 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 |
| **PTP Minutes**<https://bartonccc.edu/planning/teams> <https://docs.bartonccc.edu/institutionalteams/minutes/ptp/>  |  |
| **Topics for Discussion*** Course Scheduling Data
	+ Course Cancellations
	+ Drop Reasons
 | Elaine |
| **LICC Update*** New Courses: MLTC 1518, MATH 1860, ELEC 1400, CHLD 1503 (effective Fall 2025)
* PRGM 1037: Course Title, Credit Hours, Course Description, Prerequisite, Outcomes/Competencies Changes (effective Fall 2025)
* CHEM 1814, CHEM 1816, MATH 1830: Outcomes/Competencies Changes (effective Fall 2025)
 | Sarah |
| **Web Site Update – n/a** | Samantha |
| **Barton Online Update** * Spring schedules sent to Deans and Executive Directors
* Starting with spring 2026 sessions will end on Saturdays
 | Erin |
| **Center for Learning Excellence Update – n/a**  | Claudia |
| **Academic Development Center Update** * Starting data review process from last academic year – over 10,000 check-ins
* Did a training session with Cheryl Brown on Title IX
 | Stephanie |
| **Institutional Effectiveness Update – n/a**  | Narren/Angel/Jose |
| **HLC/Department of Education Update – n/a**  | Myrna |
| **Student Services Update*** New federal law – hazing act – requiring all institutions to add a section to their annual security report
 | Angie |
| **IT Update** * Updating classrooms, AWS servers, onboarding project for students, removing old forms server, sensitivity labels, PC upgrades, moving SSO from Ellucian, encryption campaign
 | Renee |
| **Instruction Update – n/a**  | Elaine |
| **Compliance Chart*** Send any updates to Sarah by end of day tomorrow
 | Sarah, Kurt, Lindsay, Brian, Jenn, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting: June 10, 2025** |  |