|  |  |
| --- | --- |
| 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> |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent 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** | | | | | | | | | |  | |