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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 7/9/2025 |
| Time | 8:30-10:00 am |
| 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 | Nolan Esfeld | o | Angie Maddy | x | Myrna Perkins |
| x | Janet Balk | x | Mary Foley | o | Claudia Mather | x | Samantha Stueder |
| x | Narren Brown | x | Lindsay Holmes | x | Mollie McReynolds | x | Laura Stutzman |
| x | Tana Cooper | x | Erika Jenkins-Moss | x | Wendy Miller | x | Kurt Teal |
| x | Lori Crowther | x | Stephanie Joiner | x | Angel Morgan | o | Josh Winkler |
| x | Renee Demel | x | Kathy Kottas | x | Joshua Nuss | o | Jenna Wornkey |
| x | Mary Doyle | x | Abby Kujath | x | Jose Palacios |  |  |
| x | Erin Eggers | x | Karly Little | x | Megan Phillips |  |  |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris | 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 – Done
* Angie will send a request to IE for an updated Power BI report (interactive course search tool)
 | Angie |
| **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
* 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
* Barton is hosting a co-req symposium for Kansas community colleges
	+ To support each other, sharing best practices
	+ October 24 – in-person, charging $25 to attend (except Barton employees), zoom link will be available
 | 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
* Link OER page to Course Search page
 | Laura/Erin |
| **Program Web Pages** * Final Decision Made on Use of the Word “Program”
* Program Web Page Narrative for Internet Searches
	+ Academic Areas Resulting in AA or AS Degrees:
		- Barton’s Liberal Studies Program in English,
		- Barton’s Liberal Studies Program in Psychology, etc.
	+ Career Technical Areas Resulting in Certificate or AAS: Use the word program
	+ Career Technical Areas with Transfer and Terminal Outcomes (AA, AS, Certificate, and AAS):
		- Barton’s Liberal Studies and Career Technical Programs in Agriculture,
		- Barton’s Liberal Studies and Career Technical Programs in Criminal Justice,
		- Barton’s Liberal Studies and Career Technical Programs in Early Childhood, etc.
* Program Web Page Project Update – project is done
 | Elaine/Samantha |
| **Systemwide Transfer Degrees*** Social Work
* Business Administration
* Computer Science
* Pre-Nursing
* Elementary Education

**Discussion:*** KBOR is auditing our website due to the submission of our yearly Performance Agreement. This audit combined with the annual report impacts funding.
* Systemwide transfer degrees are missing from our website except for Elementary Education; this is a priority project to complete
* We will use a common approach to the header of the systemwide transfer degree maps. The titles on the degree maps and any header related to the posting of the degree map on the program web page will be:
	+ Elementary Education (Systemwide Transfer)
	+ Pre-Nursing (Systemwide Transfer)
	+ Pre-Social Work (Systemwide Transfer)
	+ Computer Science (Systemwide Transfer)
	+ Business Administration (Systemwide Transfer)
* Bucket exceptions:
	+ **Business SWAD:** STAT 1828 is a bucket #3 course that is now also in bucket #7
	+ **Elementary Ed SWAD:** POLS 1800 and SOCI 1129 are bucket #5 courses that are now also in bucket #7
	+ Jennifer Bond-Raacke states it is our discretion as to whether we want to allow all student to use these courses in bucket 7
 | Elaine |
| **SAPPs** * Maximum of 15 credit hours
* Must have an industry recognized certification associated with it (e.g. Certified Nurse Aide and that licensure or the license for CDL)
* SAPPs are reported in KBORs academic year collection like certificates
* Barton Data Dictionary definition: A certificate of completion award earned by completing a KBOR - designated stand-alone parent program. A stand-alone parent program (1) is less than 16 credit hours, (2) is not associated with another program of 16+ credit hours and (3) (generally) leads to an industry recognized credential, license, or certification.
 | Elaine |
| **Barton-Hutchinson MOU – Respiratory Care 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 (August 4)
* This would be an AAS; how would this impact our AS Respiratory Therapist?
* Need to talk about promotion
* Need to talk about financial aid
* Will we have a degree map for our piece? Joint document with our courses and Hutch’s courses
* Elaine, Stephanie, Kathy, Chris, Lori, and Myrna will discuss outside of PTP; meeting was not called – in process now
 | Kathy |
| **Discontinue Architectural Engineering, Law, Math Education, Mortuary Science, and STEM Education Liberal Studies Degrees – DONE** * Web page project resulted in this recommendation
* This discontinuance is effective starting this fall 2025
* Remove from web – done
* Tana will remove from admissions app now so no one can select it as a major – done
* Notify advisement – Mary D. will get a list of students who have these as their majors
* Remove from change of major form – done
 | Brian |
| **Discontinue Golf Course Management (Major Code 0213)** * Remove from admissions app
* Remove from change of major form
* Remove from web
* Update degree map
 | Mary F. |
| **Milling Science/Food Science Degree Map** * Combine degree maps for milling science and food science
* 0212 will be the major code
 | Mary F. |
| **Agri Business and Ag Business Management** * We currently have degree maps for AAS Ag Business Mgmt and AS Ag Business Mgmt
* We do not have a degree map for Agri Business – nothing in the archives
* We have a major code of 0106 for Ag Business Mgmt and a major code of 0108 for Agri Business
* Remove Agri Business from admissions app and change of major form
* Keep AAS Ag Business Mgmt and AS Ag Business Mgmt
 | Mary F. |
| **Federal Human Resources Program – AA in Liberal Studies** * Effective date – Fall 2025 (October)
* Campus location – Online
* Degree Map (Sarah)
* CIP code (Sarah) – 52.1001
* Major code (Lori) – 5236
* Banner/Degree Works (Lori)
* HLC/Dept of Ed (Myrna) – Done
* Web pages/Programs of Study page (Samantha/Kathy)
* College catalog (Kathy)
* Admissions application (Tana)
* Change of Major form (Mary D.)
* Brochures/publications (Kathy)
* External promotion (Maggie)
* Add to AI Portal for MyCCA, TA (Megan/Abby)
* Advisor: Courtney Metcalf
* Looking for adjunct faculty
 | Kathy |
| **Mental Health Micro Credential Pathway** * Online offering in collaboration with Larned State Hospital
* Three options: 3 courses (General Psychology, Abnormal Psychology, Interpersonal Communications); 2 courses (Document & Special Report Writing, Communication for Mental Health); 3 courses (Forensic Psychology, Trauma Informed Care with Culture & Diversity, Pharmacology for Mental Health)
* Advisor: Courtney Metcalf
* Working with Larned State Hospital on faculty
* Online program hoping to start mid-fall
 | Kathy/Elaine |
| **Digital Opportunities to Connect Kansas (DOCK)** * Courses offered in conjunction with the DOCK grant
* These are non-credit courses
 | Kathy |
| **EMTS 1506 EMS Instructor/Coordinator – close/archive** * Discontinue EMTS 1506
* Remove degree map
* Remove from web
* Remove from admissions app
* Remove from change of major form
* Update KHEDS
 | Chris |
| **Nurse Aide/Medication Aide – Naming** * Want to remove the word *certified*
* NAID 1229 Nursing Home Aide approved with KBOR
* NAID 1235 Medication Aide approved with KBOR
* Need to update degree maps, catalog, admissions app
 | 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 – 82 have applied for graduation (46%)
 | 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)
	+ 6/10 = 896 (last year 1043)
	+ 7/8 = 1030 (last year 1043)
* 2025-2026
	+ 6/10 = 1 (last year 1)
	+ 7/8 = 18 (last year 17)
* 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:\Bulletin\Bulletin Online Dates)** * Spring 2026 deadline is September 26
* Scheduling swim lanes now have fall 26-spring 27-summer 27
 | Lori |
| **Topics for Discussion*** Course Scheduling Data
	+ Course Cancellations
	+ Drop Reasons
 | Elaine |
| **LICC Update*** POLS 1801 – updated Outcomes/Competencies (effective Fall 2025)
 | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Spring 2026 online enrollment opens July 28
 | Erin |
| **Center for Learning Excellence Update** * Curtis is now located at GVP office
* ADA training videos will have a fall rollout
 | Claudia |
| **Academic Development Center Update – n/a**  | Nolan |
| **Institutional Effectiveness Update – n/a**  | Narren/Angel/Jose |
| **HLC/Department of Education Update – n/a**  | Myrna |
| **Student Services Update – n/a**  | Angie |
| **IT Update – n/a**  | Renee |
| **Instruction Update** * Academics reorganization: Executive Director of Academic Affairs (open position) and Executive Director of Academic Operations (Josh Winkler)
 | Elaine |
| **Compliance Chart** | Sarah, Kurt, Lindsay, Joshua, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting: August 6, 2025** |  |