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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/6/2025 |
| 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 | o | Karly Little  | x | Megan Phillips |
| x | Janet Balk | x | Nolan Esfeld | x | Angie Maddy | x | Myrna Perkins |
| x | Narren Brown | o | Mary Foley | x | Claudia Mather | x | Samantha Stueder |
| x | Chris Case | x | Lindsay Holmes | x | Mollie McReynolds | x | Laura Stutzman |
| x | Tana Cooper | o | Erika Jenkins-Moss | o | Wendy Miller | x | Kurt Teal |
| x | Lori Crowther | x | Stephanie Joiner | x | Angel Morgan | x | Josh Winkler |
| x | Renee Demel | o | Kathy Kottas | x | Joshua Nuss | x | Jenna Wornkey |
| x | Mary Doyle | x | Abby Kujath | x | Jose Palacios |  |  |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris | o | Dee Ann Smith |  |  |
|  |  |  |  |  |  |  |  |
| Guests |
| x | Mark Dean |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Subject Codes/Org Changes*** Set up 8 additional subject codes and orgs
* For example, CDL is part of AGRI and it can’t be differentiated for instructional reviews and fiscal reviews
* This impacts degree maps, Degree Works, Banner, KHEDS, Concourse
* This will be effective Fall 2026
 | Mark |
| **Course Search/OER Courses/OER Webpages (Regular & BOL)*** Make it easier for students to see which courses are OER
* Once IE knows the codes to pull they can get it updated – Lori will let IE know the codes
 | Elaine/Lori/Narren/Angel/Erin |
| **Fort Leonard Wood** * Would like to work with Barton to have Barton Online and Zoom courses
* These would have to be OER courses
* More meetings and discussion to come
 | Elaine/Kurt |
| **PTP Charter**<http://docs.bartonccc.edu/institutionalteams/teams/PTPTeamCharter.pdf>  | All |
| **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
 | Laura/Erin |
| **Program Web Pages – Done** * 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.
 | 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
	+ Our decision is to restrict students in Business and Elementary Ed to the bucket #7 exceptions
 | Elaine |
| **Degree Map Meeting*** August 7th
* Discuss New Method of Classifying General Education Courses – Beyond the Package (Kottas, Doyle, Crowther, Joiner, Maddy, Phillips, Teal, Riegel, and Simmons)

**Degree Map Review Project (2026-2027)*** August 11-September 30, 2025 – Teams review degree maps
* October 1, 2025 – degree maps due to Sarah
* October 1-31, 2025 – Sarah review degree maps
* November 1, 2025 – degree maps due to Lori
* November 1, 2025 to January 31, 2026 – Lori updates Degree Works
* February 1-14, 2026 – Sarah will resave degree maps on the T: drive
* February 15-28, 2026 – Samantha complete web updates
* February 1 to April 1, 2026 – Advisor training on degree maps
* March 1, 2026 – degree maps posted on the web
* April 7, 2026 – Fall 2026 Enrollment Begins
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| **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

**Meeting Update:*** Students Pursuing Transfer Degree will be Coded as Degree Seeking
* Students Pursuing AAS will be Coded Prep
* One Areas of Study Page (Respiratory Care) with Two Options/Maps (AS/AAS with HCC)
* Nicole Lofland is the dedicated advisor
* Lori and Myrna will discuss a major code for these students
 | Kathy |
| **Discontinue Golf Course Management (Major Code 0213) – Done** * Remove from admissions app – done
* Remove from change of major form – done
* Remove from web – done
* Update degree map – done
 | 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 |
| **EMTS 1506 EMS Instructor/Coordinator – close/archive – Done** * Discontinue EMTS 1506
* Remove degree map – done
* Remove from web – done
* Remove from admissions app – done
* Remove from change of major form – done
* Update KHEDS – done
 | Chris |
| **Nurse Aide/Medication Aide – Naming** * Want to remove the word *certified* from the program name and marketing materials
* Need to update degree maps, catalog, admissions app, promotional items, change of major form
 | 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*** Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)

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| --- | --- | --- |
| 2023-2024 | 2024-2025 | 2025-2026 |
| Date | Number | Date | Number | Date | Number |
| 7/12/2023 | 43 | 6/11/2024 | 10 | 6/10/2025 | 1 |
| 8/9/2023 | 81 | 7/10/2024 | 19 | 7/8/2025 | 18 |
| 9/13/2023 | 174 | 8/14/2024 | 91 | 8/5/2025 | 62 |
| 10/11/2023 | 186 | 9/11/2024 | 131 |   |   |
| 11/7/2023 | 205 | 10/9/2024 | 148 |   |   |
| 1/10/2024 | 403 | 11/13/2024 | 197 |   |   |
| 2/7/2024 | 484 | 12/4/2024 | 197 |   |   |
| 3/12/2024 | 549 | 1/9/2025 | 372 |   |   |
| 4/10/2024 | 575 | 2/10/2025 | 402 |   |   |
| 5/20/2024 | 739 | 4/9/2025 | 472 |   |   |
| 6/11/2024 | 962 | 5/13/2025 | 505 |   |   |
|   |   | 6/10/2025 | 896 |   |   |
|   |   | 7/8/2025 | 1030 |   |   |

 | 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 |
| **LICC Update – n/a**  | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update – n/a**  | Erin |
| **Center for Learning Excellence Update*** Cougar Tales and Welcome Back Breakfast coming up
* Working on ADA
 | Claudia |
| **Academic Development Center Update*** First Cougar Conversation is August 26 – online course tips
 | Nolan |
| **Institutional Effectiveness Update – n/a**  | Narren/Angel/Jose/Chris |
| **HLC/Department of Education Update*** PEP approval is at Dept of Ed
* HLC PEP additional location visits at Ellsworth and Larned on September 17-18
 | Myrna |
| **Student Services Update – n/a**  | Angie |
| **IT Update*** Wrapping up classroom changes
* Waiting for more info on the changes in the PE building
* Continue to update desktops/laptops to the new operating system
 | Renee |
| **Instruction Update*** There’s a chance this will be the last year higher ed receives Perkins money
* Barton no longer will support individuals who want to receive their high school diploma if they are undocumented – this is happening across the nation
 | Elaine |
| **Compliance Chart** | Sarah, Kurt, Lindsay, Joshua, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting: September 10, 2025** |  |