

Barton Yearly College Plan 2011-2012

Goals appear by area in the following order:

1. Athletics
2. Business Services
3. Grants
4. Institutional Advancement
5. Information Services
6. Student Service & Instruction
 - a. Academics
 - b. Distance Learning
 - c. Fort Riley Learning Services & Military Operations
 - d. Learning Resources
 - e. Student Services
 - f. Technical Education
 - g. Workforce Training & Community Education

Strategic KPI Categories:

A = AQIP Categories

H = HLC Accreditation Criteria

P = KBOR 2020 Pillars & Performance Indicators

S = Barton Success Plan

Barton Success Plan

1. Maximize student learning and success
2. Take full advantage of educational opportunities with service regions
3. Facilitate a culture of innovation, excellence and quality improvement
4. Ensure efficient management and stewardship of resources

BOT END's

- B1. **Essential Skills**
 - B1a. Academic program skills
 - B1b. Workplace skills
 - B1c. Life skills
 - B1d. Necessary remediation

- B2. **Work Preparedness**
 - B2a. Workplace entry skills and knowledge
 - B2b. Ethics, discipline, & collaborative skills
 - B2c. Advancement skills and knowledge

- B3. **Academic Advancement**
 - B3a. Transfer prerequisites
 - B3b. Transfer requirement knowledge
 - B3c. Transfer success preparation
 - B3d. Transfer degree attainment

- B4. **Personal Enrichment**
 - B4a. Cultural activity experience
 - B4b. College activity experience
 - B4c. Extra-curricular programs & activity opps

- B5. **Barton Experience**
 - B5a. Student self-reported satisfaction
 - B5b. Student identification of significant personnel

- B6. **Regional Workforce Needs**
 - B6a. Strategy identification
 - B6b. Resource organization
 - B6c. Partnership development
 - B6d. Economic development leader

- B7. **Service Regions**
 - B7a. Compatible with college mission
 - B7b. Aligned with available resources
 - B7c. Maximizes revenues and minimizes expenses
 - B7d. Minimize local tax reliance
 - B7e. Compliment student learning services growth

B8. **Strategic Plan**

- B8a. College mission achieved
- B8b. Accreditation requirements realized
- B8c. KBOR expectations attained
- B8d. Measurable goals and objectives

HLC Accreditation AQIP Categories

- A1. Helping Students Learn
- A2. Accomplishing Other Goals
- A3. Understanding Stakeholders' Needs
- A4. Valuing People
- A5. Leading and Communicating
- A6. Supporting Institutional Operations
- A7. Measuring Effectiveness
- A8. Planning Continuous Improvement
- A9. Building Collaborative Relationships

HLC Criteria

- H1. Mission & Integrity
- H2. Preparing for the Future
- H3. Student Learning & Effective Teaching
- H4. Acquisition, Discovery, and Application of Knowledge
- H5. Engagement & Service

KBOR 2020 Strategic Plan Pillars & Performance Agreement Indicators

- P1. Educational Systems Alignment (K-16)
- P2. Robust Participation in the Higher Education System
- P3. Increased Student Persistence & Credential Production
- P4. Focus on Learner Outcomes for Work & Life Success
- P5. HE Alignment with the Kansas Economy
- P6. Regent School Reputation Enhancement (DNA to CC's)

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Business Services Mark Dean	1	A4, A8 H1 S4	1. Develop and provide 3 mini courses on Performance Evaluation, Employee Discipline, and Employee Termination.	1. Courses developed	Feb 2012	1. Courses developed December 2011
				2. Courses made available and provided to supervisors	May 2012	2. A) Live supervisor training in all three areas occurred on January 6, 2012. 2. B) The three mini courses were also put into an electronic format using SoftChalk so supervisors unable to attend the January 6 training and those who wish to revisit them will be able to do so at their convenience.
		A5, A8 H1 S4	2. Develop and provide new employee guides (condensed to 3 or 4 employee groupings), accessible in both electronic and hard copy formats.	1. Groupings identified	Oct 2011	1. Groupings completed and published August 2011 - Faculty, Staff, Associate Faculty, Student Employees
				2. Guides developed	Mar 2012	2. New Employee webpage . It includes all information from the hard copy guide as well as more detailed information to assist a new employee learn about the College.
				3. Guides published (both hard copy and electronic)	May 2012	3. Published August 2011. All information is on the website with links to appropriate information.
	5	A3, A4, A6, A8 H1 S4	3. Research and implement an electronic student refund system and research the possibility of implementing an electronic student payroll system.	1. Research Vendors 1. Implemented student refund system	Oct 2011	1. Students received their first electronic refunds on Sept 26, 2011 with their BartonChoiceCard.
				2. Make vendor selection	Jan 2012	2.
				3. Implement electronic student refunds	Jun 2012	3.
				4. Research electronic student payroll system	Apr 2012	4.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Grants</p> <p style="text-align: center;">Cathie Oshiro</p>	<p style="text-align: center;">1, 2, 6, 7, 8</p>	<p style="text-align: center;">A1, A2, A6, A9</p> <p style="text-align: center;">H2, H3</p> <p style="text-align: center;">P2, P3, P4, P5</p> <p style="text-align: center;">S1, S2, S3, S4</p>	<p>1. Submit a proposal to articulate one career pathway that begins with ABE or ESL and continues to a college-level certificate and beyond.</p>	<p>1. Career pathway identified</p>	<p>Dec 2011</p>	<p>1. Postponed until FY13</p>
				<p>2. Programmatic goals and objectives identified</p>	<p>Feb 2012</p>	<p>2. Postponed until FY13</p>
				<p>3. Strategic plan developed</p>	<p>Mar 2012</p>	<p>3. Postponed until FY13</p>
				<p>4. Proposal submitted</p>	<p>Apr 2012</p>	<p>4. Postponed until FY13</p>
	<p style="text-align: center;">7, 8</p>	<p style="text-align: center;">A2, A5, A6</p> <p style="text-align: center;">H1</p> <p style="text-align: center;">P2, P5</p> <p style="text-align: center;">S3, S4</p>	<p>2. Develop a grant office process and procedures manual for faculty and staff.</p>	<p>1. Processes and procedures identified</p>	<p>Jan 2012</p>	<p>1. Completed</p>
				<p>2. Storyboard developed</p>	<p>Mar 2012</p>	<p>2.</p>
				<p>3. Manual complete</p>	<p>May 2012</p>	<p>3.</p>

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Institutional Advancement</p> <p style="text-align: center;">Darnell Holopirek</p>	8	<p style="text-align: center;">A1, A2, A3, A4, A6, A8, A9</p> <p style="text-align: center;">H1, H2</p> <p style="text-align: center;">S3, S4</p>	<p>1. Implementation of a 2011-2012 Strategic Plan to direct Institutional Advancement activities while enhancing the college strategic planning efforts.</p>	<p>1. Annual production of the planning document which aligns with the overall college plan</p>	Aug 2011	<p>1. Implemented 4 major strategic objectives that indicate the strategy/initiative along with the measurement component. The objectives are 1) Enhance the student experience and their opportunities to succeed 2) Valuing people and building relationships – improve community/civic engagements 3) Maintain and recruit strong Foundation Board members to assist the College in future initiatives 4) Increase internal and external awareness for all entities of the College and Foundation.</p>
				<p>2. Monthly monitoring of the plan</p>	On-going	<p>2. Each month the full board monitors the strategic plan to look at the progress.</p>
				<p>3. Monthly reporting of progress with at least 75% proficiency expected</p>	On-going	<p>3. As of 04/12/12 we have at least 75% proficiency expected and still working on the outcomes.</p>

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Information Services Area Charles Perkins	4, 8	A5, A7, A8 H2 P2, P3, P4, P5 S3, S4	1. Institutional Research will create a KBOR 2020 strategic objective web based dash board, setting up baseline data and begin to graph yearly progress.	1. Dash board established	Feb 2012	1. On hold because of changes in KBOR 2020 requirements
				2. Baseline data established	Mar 2012	2. On hold because of changes in KBOR 2020 requirements
				3. Annual progress graphed	Jun 2012 and on-going	3. On hold because of changes in KBOR 2020 requirements
	1, 5	A1, A6, A8 H5 P3 S1	2. Information Services Department will bring the MyBarton Portal online, with Single Sign on to Banner Self Service, Pearson Learning Management System and Student Gmail accounts.	1. Portal is online	Dec 2011	1. Plan on going live in May 2012
				2. Banner Self-serve integration established	Feb 2012	2. Finished 2-2012
				3. LMS integration established	Apr 2012	3. Finished 2-2012
				4. Student Gmail integration established	Jun 2012	4. Finished 2-2012

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
FR Learning Services & Military Operations Division Gene Kingslien	1, 3	A1, A3, A4, A7 H3 P2 S2	1. Increase student participation from the Central Flint Hills area through GED and Boost scholarship expansion.	1. Expand marketing efforts to both students and parents in the Central Flint Hills area	Feb 2012	1. Fort Riley weekly in-briefing to all new soldiers to FR stressing education programs to include GED, Boost, and Incentive scholarships. Fall 2011, 13 students (FR family members) received the Trooper Bill scholarship. In the Spring 2012, 20 students received the Trooper Bill scholarship.
				2. Increase by 10% the number of scholarships (GED & Boost) offered to GED and HS students	Jun 2012	2. Out of 105 students who completed the GED program, 27 planned to use the GED scholarship, 18 are actually using the GED scholarship.
				3. Increase by 10% the number of GED and HS students accepting offered scholarships	Jun 2012	3.
	1, 3	A1, A7 H3 P2 S1	2. Increase ESOL enrollment and success in non-ESOL courses.	1. Increase by 10% the number of students enrolling in ESOL ENGL 1122	Jan 2012	1. Total enrollment for ESOL (Fall and Spring) was 38 with 6 completing ENGL 1122.
				2. Expand by 10% the number of students successfully completing ESOL ENGL 1122	May 2012	2. Students in or completing ENGL 1122 - 6
				3. Enhance by 10% the number students who enroll one or more non-ESOL courses after success in ENGL 1122	Jun 2012 and On-going	3. As of March 19, 2012, 3 students have completed or are enrolled in Non ESOL classes.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Technical & Military Education Division Bill Nash	6	A3 H2& H5 P2, P3 S1	1. Increase Military student program completion.	1. Enhance the number of students who declare their pursuit of the Military Technical certificate	May 2012	1. 48 students enrolled and actively working toward CERT
				2. Expand advisor contacts with students pursuing the Military Technical certificate	Dec 2011	2. 1147 contacts
				3. Increase the number of students who successfully complete the Military Technical certificate	Jun 2012	3. 1 completer with 5 only needing 1 class.
	6	A1, A3 H2, H5 P3 S1	2. Increase HZMT & EMHS student program completion.	1. Expand the number of students who declare HZMT or EMHS as their major	May 2012	1. 25 Students in EMHS program 133 students in HZMT program
				2. Enhance advisor contact with students pursuing HZMT or EMHS as their major	Dec 2011	2. All students taking 3 or more EMHS/HZMT classes who have not declared are contacted by advisor.
				3. Increase the number of students who successfully complete HZMT or EMHS	Jun 2012	3. 1 EMHS AAS completer 2 EMHS CERT completers 8 HZMT AAS completers 1 HZMT CERT Completer

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Workforce Training and Community Education Division Elaine Simmons	2, 7	A3, A7, A9 H2 P3 S2	1. Provide responsive training and educational opportunities.	1. Establish a process to administer the Kansas Work Ready assessment to Barton Great Bend students who are pursuing a certificate and/or degree	Feb 2012 June	1. a) Signed MOU with Kansas Department of Commerce; BCC will now serve as a testing site for WorkReady on behalf of KansasWorks and BCC 1. b) Meeting scheduled to discuss implementation of WorkReady certificate for Barton CTE students
				2. Enhance the number of Barton programs offering or requiring career experiences for career technical education (CTE) students	Feb 2012 On-going	2. Medical Coding Certificate is working to implement an internship due to program alignment. Ongoing meetings to discuss implementation.
				3. Increase the number of career technical education students who complete a certificate and/or degree program	Jun 2012 and On-going	3. a) Ongoing meetings to discuss topic. Criminal Justice, Ag, and Networking are working on their own program completion models. KBOR outcome metrics will drive future decisions. 3. b) Follow up on SAP programs.
	3, 5	A6, A8 H2 & H5 P3 S1	2. Design a career advisement system that supports F2F and online career technical students.	1. Create a division committee that identifies strategies in conjunction with Student Services Advisement Central	Nov 2011	1. Committee has been selected and meetings occurring.
				2. Establish an advisee load limit; plan towards a structure to support limit	Feb 2012 On-going	2. Not addressed
				3. Establish at minimum one general career technical advisor	May 2012 On-going	3. Submitted a request to Dr Quinn for a position.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Academic Division</p> <p style="text-align: center;">Rick Abel</p>	1	<p style="text-align: center;">A1, A3, A7, A8</p> <p style="text-align: center;">H3, H4</p> <p style="text-align: center;">P3, P4</p> <p style="text-align: center;">S1, S3</p>	<p style="text-align: center;">1. Enhance Developmental Education (DE) Services.</p>	<p>1. Enhance the pass rate of students completing individual DE courses</p>	<p style="text-align: center;">Jun 2012</p>	<p>1. a) The DE Team began work on a Redesign plan for developmental courses to be piloted in Fall 2012.</p> <p>1. b) An early intervention process has been initiated (fall 2011) for students either missing classes and/or with a failing grade.</p> <p>1. c) Improved (Fall 2011) the procedure for tracking students' progress through DE courses and first core course in specific academic sequence.</p> <p>1. d) Math and reading modules based on course competencies are developed (Fall 2011)</p>
				<p>2. Improve the retention of DE students pursuing DE coursework</p>	<p style="text-align: center;">Jun 2012</p>	<p>2. a) The DE Team began work on a Redesign plan for developmental courses to be piloted in Fall 2012.</p> <p>2. b) An early intervention process has been initiated (fall 2011) for students either missing classes and/or with a failing grade.</p> <p>2. c) Improved (Fall 2011) the procedure for tracking students' progress through DE courses and first core course in specific academic sequence.</p> <p>2. d) Math and reading modules based on course competencies are developed (Fall 2011)</p>
				<p>3. Enhance the number of DE students successfully completing the DE coursework series leading to transition into college-level coursework</p>	<p style="text-align: center;">Jun 2012</p>	<p>3. a) The DE Team began work on a Redesign plan for developmental courses to be piloted in Fall 2012.</p> <p>3. b) An early intervention process has been initiated (fall 2011) for students either missing classes and/or with a failing grade.</p> <p>3. c) Improved (Fall 2011) the procedure for tracking students' progress through DE courses and first core course in specific academic sequence.</p> <p>3. d) Math and reading modules based on course competencies are developed (Fall 2011)</p>

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Academic Division</p> <p style="text-align: center;">Rick Abel</p>	1	<p style="text-align: center;">A1, A2, A7, A8</p> <p style="text-align: center;">H2, H3</p> <p style="text-align: center;">P3, P4</p> <p style="text-align: center;">S1, S3</p>	<p>2. Enhance the transition of GED completers into college level instruction.</p>	<p>1. Increase enrollment rate of Barton GED students</p>	Jun 2012	<p>1. FY 2011, 54 students pursued the GED with 43 (80%) completers. FY 2012 to date (1/31/12), 42 students have so far identified GED as a goal with 39 completers.</p>
				<p>2. Increase the enrollment rate of GED grads/students to Barton programs of study</p>	Jun 2012	<p>2. FY 2011, 22 GED students identified continuing with post-secondary education with 19 (86%) enrolled with BCC. FY 2012 to date (1/31/12), 20 students have so far identified continuing with post-secondary education with 18 so enrolled.</p>
				<p>3. Improve the retention rate of GED students enrolled at Barton</p>	Jun 2012	<p>3. FY 2011, of the 19 students enrolled in Spring 2012, 8 students (42%) continued with Barton for Fall 2011 (FY 13). Only 1 student of the 8 (12.5%) continued studies at Barton in the Spring 2012 semester. Recommendation is to design a strategy to "check-in" with the students periodically during their first semester to provide support and transition assistance. Also, plan is to continue to develop a deeper and more constant connection between our students and the TRIO (EOC) folks. This way they will have another "entity" helping to keep them motivated and pointed in the right direction.</p>

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
				3. Improve new, degree seeking, online student success	Jun 2012	3. a) Tutoring Services: Online tutoring with Tutor .com and Barton Peer tutors. 3. b) Email to Fall 2011 who had yet to enroll for Spring 2012: Retention rate = 18% 3. c) Improved engagement with students: <ul style="list-style-type: none"> - Pre-Session Emails - Request for Advisor forms - CRM system implementation - Online Scheduling implementation 3. d) Services to Advisors: <ul style="list-style-type: none"> - Improved reporting - New Advisor Email - Online Scheduling implementation <p style="text-align: center;"><i>Average GPA</i> Fall 2010 = 2.54 Fall 2011 = 2.60</p>
Student Services Area Angie Maddy	4	A2, A4, A7, A8, A9 H2, H5 P1 S3	2. Establish a quarterly training and cross communication plan between GB and FR campuses as measured by documentation of the events and surveys of training participants.	1. Documentation of quarterly training sessions, agendas and notes	On-going	1. a) Training held 2.17.12 at FR 13 participants (4 from BC campus, 9 from FR) 1. b) Specialized "mini training" scheduled for 4.13.12
				2. At least 20% of participants will self-report gaining new knowledge and/or skills resulting from each training session	On-going	2. 46% responded gaining new knowledge or skills

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Distance Learning</p> <p style="text-align: center;">Ange Sullivan Joel Lundstrom</p>	1	A3, A4 H6, H7, H8	1. Enhance online course efficiency and delivery.	1. Expand online tuition revenue stream	Jun 2012	1. a) currently negotiating the contract with Pearson which will reduce the expenditures required to deliver both hybrid and fully online courses 1. b) Spring 2012 semester - the tuition & fees for BOL increased to \$133 per hour (increase of \$3 per hour) 1. c) renegotiated EduKan contract terms for duplicate BOL courses, which will also result in a reduction in expenditures for our online courses
				2. Increase student enrollment as of census date	Jan 2012	2. a) Fall '10 enrollment at census = 3964 2. b) Fall '11 enrollments at census = 4515 2. c) 14% increase
				3. Increase online student retention from course start date to course end	May 2012	3. a) Fall 2010 ecourse enrollment completions (3609)/ Fall 2010 ecourse enrollments at course start (5677) = 63.57% Fall 2010 ecourse retention rate 3. b) Fall 2011 ecourse enrollment completions (4227)/ Fall 2011 ecourse enrollments at course start (6505) = 64.98% Fall 2011 ecourse retention rate 3. c) 1.41% increase
	8	A3, A4 H6, H8	2. Increase support staff proportional to growth of online program.	1. Implement distance learning strategic plan focused on sustainability in staff development	Jan 2012	1. a) Distance Learning Staff attend national and regional professional conferences throughout the year. 1. b) Provide training to Human Resources, Student Services and Fort Riley Education Center on various technologies and digital communications to enhance student services. 1. c) Gain proficiency via workshops, webinars and tutorials on new technologies and advanced techniques for implementation and usage of technologies. 1. d) Acquire and disseminate training via webinars and tutorials on new classroom management techniques.
				2. Build virtual college principles in staffing to best support students	Mar 2012	2. Addition of 1.0 FTE staff member "Distance Learning Coordinator"

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Learning Resource Center ReGina Reynolds-Casper Interim Director	3	A1 H3 P4 S1	1. Increase online student success in research assignments.	1. Increase student comfort level in using the library and interacting with library staff through librarian being a part of the course as a co-teacher or teaching assistant	Dec 2011 and On-going	1. Provided access to research tools. Remained visible as a contact throughout their course.
				2. Develop online tutorials which will provide instruction in using online library resources	Feb 2012	2. Developed BILT (6 separate modules) with quizzes and new Barton Library Online Catalog Tutorial
				3. Increase student expertise in using online resources through course assignments	Apr 2012	3. Provided Information Literacy Instruction throughout semester
	3	A1 H3 P4 S1	2. Provide curricular support for "gatekeeper" classes.	1. Maintain collection of library resources to support "gatekeeper classes" in the appropriate formats	Dec 2011	1. Gathered collection input from faculty. Will continue to do so throughout the academic school year.
				2. Increase faculty awareness of library resources for curricular support through meetings and in-services	Mar 2012	2. Attended Division Meetings. Upon completion of new tools Instructional Deans forwarded information to their faculty.
				3. Develop relevant student research aids for "gatekeeper" courses which can be included in course shells	May 2012	3. Created Barton Library Info Card (How to use databases, how to do a Literature Search, How to access library databases & Importance of Citation)

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Athletic Department</p> <p style="text-align: center;">Trevor Rolfs</p>	<p style="text-align: center;">4, 5, 8</p>	<p style="text-align: center;">A1, A2, A3, A4, A5, A6, A9</p> <p style="text-align: center;">H1, H3</p> <p style="text-align: center;">S1, S3</p>	<p>1. Meet institutional responsibilities for athletic programming compliance (i.e. Jayhawk Conference, NJCAA, Title IV, and Title IX).</p>	<p>1. Scheduled Compliance Report updates</p>	<p>On-going</p>	<p>1. Compliance updates have been distributed as part of the athletic department monthly newsletter. Compliance Reports have been given monthly at President's Staff Meetings as well as part of Athletic Staff meetings twice each month. Also, Barton Athletics has been part of an NJCAA Audit for "all" athletic teams for the 2011-2012 term.</p>
				<p>2. Monthly newsletter addressing institutional compliance</p>	<p>On-going</p>	<p>2. Each month a specific piece of NJCAA or KJCCC compliance is put into focus within the monthly newsletter sent to over 250 people within the college community.</p>
				<p>3. Active agent in support of academic/student service monitoring</p>	<p>On-going</p>	<p>3. Compliance updates have been distributed as part of the athletic department monthly newsletter. Compliance Reports have been given monthly at President's Staff Meetings as well as part of Athletic Staff meetings twice each month. Also, Barton Athletics has been part of an NJCAA Audit for "all" athletic teams for the 2011-2012 term.</p>