

Team Charter
Barton Community College
Programs, Topics and Processes Group

Name of Team

Programs, Topics and Processes

Purpose

The role of Programs, Topics and Processes (PT&P) is to communicate and/or brainstorm multiple functions that support the development and maintenance of the College's instructional offerings. This includes, but is not limited to: data entry, research requests, programs of study, courses, schedule of classes, advisement, promotion, registration, financial aid, and location information. This also includes communication with outside entities such as the Kansas Board of Regents, Higher Learning Commission, U.S. Department of Education, other institutions and agencies.

Duration and Time Commitment

The group meets monthly while sub-teams meet, on an as needed basis. Attendance is not mandatory. Supervisors are responsible for reviewing agenda material each month to determine who, if anyone, from their area needs be present. Meetings are open to anyone who wishes to attend.

Boundaries and Limitations

While this team does make some decisions with regard to processes, it is not a formal approving body. In frequent cases, the committee consults with various departments and areas of the College in preparation to submit recommendations for development and enhancement of processes.

Results

- Enhanced communication across each area of the College.
- Development, maintenance and/or modification of college processes.