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| AGENDA/MINTUES | |
| Team Name | Program Topics and Processes (PTP) |
| Date | November 9, 2016 |
| Time | 8:30am – 10:00am |
| Location | A-113 and GTM |

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| Facilitator/Recorder | Jenna Wornkey | |
| Topic/Notes | | Presenter | |
| CAD Closure – attachment  Approved. Keep the courses and offer at the high school. Link to another program. January 1st. | | Mary | |
| Curriculum guides for AA and AS degrees and how they relate to Degree Works  Jane was looking at make the CG less scribed and Dr. H is looking at making sure they are scribed so students know exactly what to take. Knowing where the student is going could really help this as we could customize their education to meet the needs of the transfer school. | | Jane | |
| Terminology and Coding – two attachments  Session Dates and Session Type. We will not change the matrix. | | Ray | |
| Time in Class – attachment  Lori will look into updating the reports with Ray. Ray will research a few things. Lori will schedule a meeting. | | Dr. Garrett | |
| Admissions Process | | Elaine | |
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| December – meeting, more completers. | |  | |
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**KBOR/HLC/ED update**

CAM Update

<http://docs.bartonccc.edu/research/internaldata/Process%20Maps/statusupdates.xlsx>

Let’s review upcoming new projects:

* Scales
* Medical Scribe – POS not there yet

Let’s discuss:

* Jenna KBOR Update
  + KHEDS cleanup
* Myrna HLC/Department of Education Update