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| AGENDA/MINTUES | |
| Team Name | Program Topics and Processes (PTP) |
| Date | August 3, 2016 |
| Time | 8:00am – 9:30am |
| Location | L-136 |

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| Facilitator | Jenna Wornkey | Recorder | Jenna Wornkey | |
| Topic/Notes | | | | Presenter |
| Scales Technician – Executive Summary attached  FYI for the group. No questions from the group. This will move to LICC. | | | | Mary Foley |
| Curriculum Guide Date Stamp  Review Date – Every year  And  Effective Date – When changes apply | | | | Jenna |
| Show and Tell – Student Majors-two attachments  The Bus Tech students are a rare example. Please pay close attention to student majors, this is an on going issue. | | | | IR |
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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

Let’s discuss:

* Jenna KBOR Update
  + Submission season is upon us
* Myrna HLC/Department of Education Update
  + Certificate OSH is pending submission