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

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| Facilitator | Myrna Perkins | Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Computer Science and Computer Information System AS changesWorking with KSU and others to ensure our courses transfer toward the program. They are taking several courses to LICC before they make changes to the CG. Students in both these areas, send a list to Jane.  | Jane |
| Curriculum Guides* Combine the medical related fields (Medicine, Chiropractic, Dentistry, Mortuary Science, Vet Medicine, Optometry, and Physician’s Assistant) into one Curriculum Guide.
* Eliminate the following: Architectural Engineering, Dental Hygiene, Engineering Tech, Wildlife Science, and Pharmacy.
* Physical Therapy and Physical Therapy Assistant. There’s currently an incorrect CG under PTA.

Pre-professionals are miss leading, Students think they can get a degree in these areas and we barely offer the courses to allow them to transfer. Most only get basic gen eds from us. Maybe electives. Medical Career/Field. Offer suggestions for what they need to take so transfer. Typically we work with the student one on one once they choose the school they are transferring to.  | Rick |
| Articulation with MilitaryKBOR driven. - Looking at giving military soldiers credit for training they have through the military that relates to a program. Auto and NATF. They want to understand how the two relate. Military is very driven toward military vehicles, but Barton’s Auto program is driven toward cars and truck, personal. Aligning things is a lot of work. Mary is reviewing the material. All the schools said the same thing, does the curriculum mesh together. There is no deadline, we are to provide feedback at this time and attend a few more meetings.Should we look into a college policy or procedure on how to handle this type of articulation? This way anyone even a student could see what they are eligible for.A group will begin working on a written process. | Ashley and Mary |
| Academic Calendar – small group meeting end of March. 2018-2019 | Jenna/Rayna |
| Catalog Update – editsThank you for all the hard work. We have managed to keep up with the edits that have come in. LOTS. At this time, we are only focusing on course descriptions, we understand prereqs may be wrong. Rayna and I have figured out where 90% of the errors are coming from. It has been addressed. Things have changed.Ask faculty to review this after it’s printed. Compare to master. | Jenna/Tana |

**KBOR/HLC/ED update**

CAM Update

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

Let’s review upcoming new projects:

* Scales Technician Certificate Program - Phase 0
* Medical Scribe Certificate Program - Phase 0
* Masonry – Phase 0

Let’s discuss:

* Jenna KBOR Update
	+ OSHA is pending with HLC.
* Myrna HLC/Department of Education Update