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| AGENDA/MINTUES |
| Team Name | Program Topics and Processes (PTP) |
| Date | April 13, 2016 |
| Time | 8:30am – 10:00am |
| Location | A-113 |

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| Facilitator | Myrna Perkins | Recorder | Jenna Wornkey |
| Topic/Notes | Presenter |
| Degree Works surveyPresented results of the survey. Offers an instant degree audit. FR doesn’t seem to use this as much, WTCE seems to be moving away from it more. One issue is we still do some things manually. When DW keeps all the rules and prereqs in one place. The survey shows what we wanted to hear.  | Randy Thode |
| Military and Barton alignmentHow are we handling military courses and experience transferring in? Most military experience transfer to 8000s. Lori is working to put in as many of these as she can. Most are a case by case bases. The website KBOR will post comes out June 1 with an announcement. | Elaine |
| Early Childhood AAS - AttachmentRemove CHLD 1548 Curriculum Materials Development Approved | Mary Foley |
| Child Development CERT – AttachmentRemove PHED 1246 First Aid Emergency Care Approved | Mary Foley |
| Criminal Justice AS to AA – AttachmentNo questions or concerns. For Fall 2016. | Jane Howard |
| AS Nursing ownership - Karen will handle this particular CG.* Changed the heading from Nursing to Nursing-Transfer
* Moved CHEM 1802 Fundamentals of General Chemistry from “Natural Science” to “Suggested Emphasis Elective”
* Moved LIFE 1402 Principles of Biology from “Natural Science” to “Suggested Emphasis Elective”
* Added (under A/P 1408) in “Natural Science” – LIFE 1407 Anatomy & Physiology I (AND) LIFE 1409 Anatomy and Physiology II
* Changed Suggested Electives to “Suggested Emphasis Electives”
* Under Suggested Emphasis Electives added:
	+ NAID 1229 Nursing Home Aid (CNA)
	+ Corrected Elements of Statistics from MATH to STAT
	+ Added HOME 1501 Basic Nutrition
	+ Added ANTH 1816 Cultural Anthropology
	+ Added PHIL 1604 Systematic Ethics
* Moved LIFE 1412 Principles of Microbiology from “elective” to Natural Science area
 | Jenna |
| Catalog  | Jenna/Tana |
| Prerequisite Project | Jenna/Rayna |
| Who will own the remaining guides. Rick is working on these. |  |

**KBOR/HLC/ED update**

CAM Update

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

Let’s review upcoming new projects:

* Post Program Summary Document - Attached
* Scales Technician Certificate Program
* Medical Scribe Certificate Program
* Masonry

Let’s discuss:

* Jenna KBOR Update
	+ OSHA is pending with HLC. – will review in May before committee maybe an answer by June.
* Myrna HLC/Department of Education Update