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| AGENDA/MINTUES | |
| Team Name | Program Topics and Processes (PTP) |
| Date | May 11, 2016 |
| Time | 8:30am – 10:00am |
| Location | A-113 |

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| Facilitator | Myrna Perkins | Recorder | Jenna Wornkey | |
| Topic/Notes | | | | Presenter |
| HZMT & EMHS Executive Summary – Attachment  No concerns. | | | | Lindsay Holmes |
| We would like to add the following statement to the bottom of the CGs:  EXAMPLE – for Child Development Certificate  Upon completion of this certificate – students will have the opportunity of testing to earn a Childhood Development Associates (CDA) industry recognized credential. (Fees/travel may be required for this test.)  This will be added in the Fall during the annual review. | | | | LaVonne |
| Early Childhood Ed AAS and Cert  No concerns. Did this go to LICC? Did it go to PT&P. | | | | Mary Foley |
| Does it matter or adversely affect any reports or processes for any dept. when a student is listed as first time/first year when they are really a transfer student?  Advisement will just keep doing things as they are. | | | | Karen |
| CAM Post Program Summary | | | | Jenna |
| New Instructional Policies and Scheduling  Load limits, incentive pay and the implementation of policies. Scheduling will now need to align with the new policies. Scheduling in all areas is currently done one year out.  We need some kind of automation to tell if a faculty member is falling within the limits of the policies. How will we know if a faculty who is trying to do new things is over their limit. We must follow compliance. There needs to be a tool.  Ray thinks he can build something to automate this. | | | | Elaine |
| Add an effective date to CG for changes. | | | |  |

**KBOR/HLC/ED update**

CAM Update

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

Let’s review upcoming new projects:

* None at this time

Let’s discuss:

* Jenna KBOR Update
* Myrna HLC/Department of Education Update
  + The request was recommended for approval and this recommendation will be considered by the Institutional Actions Council at their meeting on May 16, 2016.