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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 10/10/2018 |
| Time | 10:30 am – 12:00 pm |
| Location | A-113/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Ashley Anderson | | o | Erin Eggers | x | Karen Kratzer | | | x | | Myrna Perkins |
| x | Whitney Asher | | x | Mary Foley | x | Karly Little | | | x | | Tyler Soper |
| x | Krystall Barnes | | x | Jane Howard | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Brian Howe | x | Claudia Mather | | | x | | Kurt Teal |
| x | Lori Crowther | | o | Judy Jacobs | x | Jeff Mills | | | x | | Ray Willis |
| x | Caicey Crutcher | | x | Kathy Kottas |  |  | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | x | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| General Education Presentation   * LICC sub-team developed general education outcomes and sample degree templates, gives more flexibility, added global issues and diversity * Time frame – BoT will approve at the November 2018 board meeting * 90% of universities are done with switch to 120 hours * Changes/updates that need to be addressed – advisement, website, KBOR, curriculum guides, Degree Works, catalog, bulletin * Would students be grandfathered in?   + If students sit out one semester, then they have to follow new guidelines (this is in the bulletin now)   + New admits in fall 2020 would follow new gen eds * Implement in 2019-2020 or 2020-2021? Group votes for 2020-2021. Must be ready by April 1, 2020. * LICC will make sure classes transfer, decide which courses are gen eds, Brian wants courses slotted by April 2019 * College was awarded funds to purchase an automated syllabi software, we will tie this project in with the gen eds project | | | | | | | | | | | Brian Howe |
| Agriculture Executive Summary   * Add three welding classes (mig, tig and stick) to elective section for AAS and AS * Effective January 2019 * No CAM needed, update curriculum guide, update KBOR | | | | | | | | | | | Mary Foley |
| Early Childhood Executive Summary   * Add new autism spectrum disorders class to elective section for AA and AS * Effective January 2019 * No CAM needed, update curriculum guide, update KBOR | | | | | | | | | | | Mary Foley |
| Charter   * Ready to post to web | | | | | | | | | | | Elaine Simmons |
| Power BI Demonstration – will be on November’s agenda | | | | | | | | | | | Caicey Crutcher |
| Scheduling Matrix Training Update   * List complied of invitees for November training * Training will be scheduled soon | | | | | | | | | | | Jenna Wornkey |
| Accuplacer Next Generation   * Starting in January 2019 * Adding Scores to Banner * Sharing New Scores – Lisa Peterson will send out * Changes in Retesting Procedure * Transition Timeframe for Using New Assessment * High school students will test fall 2018 so they will fall under the old system, unless they retest | | | | | | | | | | | Elaine Simmons |
| Combined Enrollment Period – Eliminating Late Registration   * Removed the term “late” from bulletin * Can enroll through the first week of classes | | | | | | | | | | | Lori Crowther |
| Swim Lanes (Two Years)   * As soon as academic calendars are approved Lori will get the information to the print shop * Lori has through fall 2020 ready | | | | | | | | | | | Lori Crowther |
| College Catalog – Timeline/Deadlines   * Will send dates out in January | | | | | | | | | | | Angie Maddy |
| Curriculum Guides   * Fall Project * Guides – T drive (read only & print) * Submit Changes and/or Updated Review Date to Curriculum Guide Submission Folder * Fall 2018 Deadline: November 1, Lori will have her portion done by Dec 19th * 2019 Timeline – Start in July/Complete Before Spring Early Enrollment Date | | | | | | | | | | | Elaine, Krystall, Jane, Mary, Kathy, Brian & Kurt |
| Late Recruits – Upcoming Meeting (October 15)   * Meeting to discuss students who are truly late arrivals, past the first week of class * We want to be prepared for those students | | | | | | | | | | | Elaine Simmons |
| Department of Education Update   * Recertification was approved, Barton is good for 6 years | | | | | | | | | | | Myrna Perkins |
| Student Services Update   * Nothing new | | | | | | | | | | | Angie Maddy |
| Instructional Council Update   * Academic Calendar   + Calendar will be presented to Presidents Staff in October – Spring 2020 through Summer 2022   + Spring break – the state no longer aligns on spring breaks, starting in 2020 Barton’s will be the week after state high school basketball tournament, hoping we will align with the local high schools   + Summer hours – starting 2019 we will work a 5-day week starting August 1 * Academic Integrity Council meeting tomorrow, working on charter * OER is meeting next week * Student Evaluations project – it’s been a long time since it has been reviewed | | | | | | | | | | | Elaine Simmons |
| Edukan Courses   * Several Edukan instructors are not in our system – do you want the instructors name in the bulletin or “edukan” * Need a separate meeting to discuss Edukan | | | | | | | | | | | Lori Crowther |

**ENDS:**

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| ESSENTIAL SKILLS | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS | REGIONAL WORKFORCE NEEDS |
| ACADEMIC ADVANCEMENT | SERVICE REGIONS |
| PERSONAL ENRICHMENT | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |



***Barton Core Priorities/Strategic Plan Goals***

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| **Drive Student Success** | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement** | **Optimize Employee Experience** |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |