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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 11/28/2018 |
| Time | 10:30 am – 12:00 pm |
| Location | A-113/Zoom |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Ashley Anderson | o | Erin Eggers | x | Kathy Kottas | x | Jeff Mills |
| x | Whitney Asher | x | Mary Foley | x | Karen Kratzer | x | Myrna Perkins |
| x | Krystall Barnes | x | Jane Howard | x | Karly Little | x | Samantha Stueder |
| x | Tana Cooper | x | Brian Howe | o | Angie Maddy | o | Kurt Teal |
| x | Lori Crowther | o | Judy Jacobs | x | Claudia Mather | x | Ray Willis |
| x | Caicey Crutcher |  |  |  |  |  |  |
| Ex-Officio members |
| x | Rita Andress | o | Carol Murphy | o | Dee Ann Smith | x | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
| x | Latoya Hill | x | Terri Mebane |  |  |  |  |
| x | Lindsay Holmes |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Executive Summary: Hazardous Materials Management Program (AAS and Certificate)* Advisory committee recommended change to remove HZMT 1934 and replace with HZMT 1903 – same number of credit hours
 | Lindsay Holmes |
| Executive Summary: Occupational Safety & Health Program (AAS)* Advisory committee recommended change to remove HZMT 1934 and replace with HZMT 1903 – same number of credit hours
 | Lindsay Holmes |
| Executive Summary: Military Logistic Program (Certificate)* Army has decided to change up the curriculum for military schools
* Remove MLTR 1061 and MLTR 1796
* Change the credit hours of MLTR 1626 from 3 to 4
* Change the credit hours of MLTR 1627 from 2 to 1.5
 | Terri Mebane |
| Executive Summary: Military Leadership Program (Certificate)* Remove BUSI 1751, MLTR 1765 and MLTR 1800
* Change the credit hours of MLTR 1815 from 2 to 3
 | Terri Mebane |
| Executive Summary: Pharmacy Technician Program* Recommend to change the English requirement since most students have already taken English Comp I and not Business English prior to entering the program
* Add English Comp I as an option
* Curriculum guide will read English Comp I OR Business English
 | Kathy KottasLatoya Hill |
| General Education Proposal/Board Meeting Results (keep on agenda each month)* Next Steps for PTP: Advisement, Website, Curriculum Guides, Degree Works, Catalog, Bulletin of Classes, KBOR, etc.
* Grandfather Status
* Implementation Timeline: Implementation by April 1, 2020 – Effective 2020-2021
* LICC Subcommittee
	+ Identified General Education courses, transferability, slot courses into new format, etc.
	+ Goal is to be done by April 2019
	+ At January LICC meeting a sub-team will be established
* Concourse (New Syllabus Software) – Parallel Project
* Board Approved on 11/27/18
 | Brian Howe |
| Power BI Demonstration* Jeff is working with the Scheduling Matrix to pull it in Power BI
* They can set it up so you only see the columns you need to see, they can customize for you
* People can be in it at the same time with no issue
* Let Caicey know if you want access to use this
* No special equipment needed
 | Caicey Crutcher |
| Update on KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded* KBOR runs theirs June 1 to May 31
* 2017-18 – 902 awards (certs and degrees), baseline is 946
* 2018-19 – 165 awards as of yesterday, goal is 946
 | Caicey Crutcher |
| Prerequisite List – use for all appropriate courses rather than the all or partial information that’s in the Bulletin* Advisement would like a list of all classes that have a prerequisite and appropriate test scores
* Ray will get the report together
* There is a current list online for BOL – Claudia will work with Lori, Karen and Ray so we have one list
 | Karen Kratzer |
| Curriculum Guides* Full Guides & Semester
* Industry Tests – mainly in WTCE, certificates listed on the guides, need to be sure this is listed on the guides for next year
* Do most have both a full look and a semester look? Academics has no semester guides, Ashley’s area doesn’t have semester guides, other areas – some do some don’t
* From an advisement standpoint semester guides are most helpful for them, need to know the sequence and course availability
* Other schools have added a legend to their guides to help students know when certain classes are available
* In Degree Works there is a planner that we could use
 | Elaine Simmons |
| Bulletin of Classes* Scheduling, Submitting, Proofing & Addendums
* When there are mistakes or updates in the bulletin, what is the communication protocol for updating everyone on the changes
* We have somewhat of a process with the schedulers and Lori
* Brian – could we get to an electronic bulletin so we know it’s always the most current
* Put this on another agenda – paper vs. electronic bulletin
 | Elaine SimmonsKaren KratzerLori Crowther |
| EduKan/BOL* Intercession Maximum Discussion
* Upcoming Retreat – Dec. 5 at Dodge City
* Closing EduKan office in GB in February
* BOL – Barton students can only take one intersession class, but EduKan allows more than one, Barton agrees that it is best to take only one intersession class
* Napkin (Angie Maddy) – next meeting
 | Elaine Simmons |
| Banner 9 – Self Service (Student Pictures)* We would require students as they admit or after they enroll to submit a picture
 | Elaine SimmonsLori Crowther |
| October 10th Follow-up* Ag Executive Summary – done
* Early Childhood Summary – done
* Scheduling Matrix Training – training went well, everyone like it
* Accuplacer Next Generation – all scores are in, most CRNs are updated
* Combined Enrollment period – done
* Swim Lanes – Lori will get swim lanes done
* College Catalog – assignments coming in Jan. from Angie and Virginia
* Curriculum Guides
	+ Deadline November 1 Division Leaders
	+ December 19 Lori Crowther
	+ 2019 – Start in July; Complete by October 31
* Late Arrivals – October 15 Meeting/Subcommittee – table for later, create a subcommittee
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| Department of Education Update* Requested approval for 2 locations, Pawnee Valley Hospital and KU Med
 | Myrna Perkins |
| Student Services Update | Angie Maddy |
| Instruction Update | Elaine Simmons |

**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* |  |