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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 9/13/2018 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Ashley Anderson | | x | Caicey Crutcher | x | Karly Little | | | x | | Tyler Soper |
| o | Rita Andress | | x | Mary Foley | x | Angie Maddy | | | o | | Brandon Steinert |
| x | Whitney Asher | | x | Jane Howard | x | Claudia Mather | | | o | | Samantha Stueder |
| o | Krystall Barnes | | o | Brian Howe | x | Jeff Mills | | | x | | Kurt Teal |
| o | Nicole Berger | | o | Judy Jacobs | o | Carol Murphy | | | x | | Ray Willis |
| x | Tana Cooper | | x | Kathy Kottas | o | Myrna Perkins | | | x | | Jenna Wornkey |
| x | Lori Crowther | | x | Karen Kratzer | o | Dee Ann Smith | | | x | | Denise Schreiber |
| Guests | | | | | | | | | | | |
| x | Cheryl Lippert | |  |  |  |  | | |  | |  |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| MLT Executive Summary   * Adding Sociology to the MLT curriculum guide * The change would make General Psychology OR Sociology a required course for the MLT program | | | | | | | | | | | Kathy Kottas/  Cheryl Lippert |
| Charter   * Once a year the group will review the charter to keep it updated * Jane – do we need to add the CAM process to the purpose? * Elaine   + Purpose – the College’s instructional offerings – are not just instructional, should be operations too   + Add to the last sentence of purpose – regulation or compliance wording   + Duration and Time Commitment – attendance is expected, remove “not mandatory”, this may have stemmed from the CAM process; remove “meetings are open to anyone…”   + Boundaries and Limitations– PTP is a recommending body with a big voice   + Add membership to the charter | | | | | | | | | | | Elaine Simmons |
| Membership   * Modify Dee Ann, Nicole, Carol, Brandon, Rita as team members on agenda | | | | | | | | | | | Elaine Simmons |
| College Catalog   * We will use the same format as before * Start in February * Posted by Advisement Day in April | | | | | | | | | | | Angie Maddy |
| Bulletin of Classes (Swim Lanes) – current through summer 2019 reprint   * Using Bulletin T drive folder * New format for swim lanes * Everyone still has the same responsibilities * Deadlines will still be scheduled 2 years out, Lori will start putting dates out there | | | | | | | | | | | Lori Crowther |
| Curriculum Guides   * This year   + Curriculum guides are a fall project   + There are 2 folders on the T: drive (curriculum guides – read only, use this folder to start process)   + Deadline to have to Sarah is Nov. 1 (in curriculum guide submission folder in T: drive)   + Deadline to have anything that impacts Lori’s world (Degree Works, etc.) by Christmas (Dec. 19)   + Even if nothing changes on guide, you must change the review date, applies to Kurt’s team as well, does not affect Ashley’s area * Next year we will change when we start, start in July so we are all done by spring enrollment date | | | | | | | | | | | Elaine Simmons |
| Late Recruits – Process   * Late recruits mainly affect GB location * 350+ student athletes, 19% of GB location students are student athletes * Any student can start a class at the GB location 1 week late * 10 late enrollments this year, 6 of them were within the 1-week late timeline * Once it is past the 1-week timeline Elaine must sign off * We should have a bigger conversation on this process to debrief   + Include the following individuals in the debriefing meeting: Trevor Rolfs, Tana Cooper, Kathy Brock, Stephanie Joiner, Lori Crowther, Brian Howe, Jane Howard, Mary Foley, Jonathan Dietz, Angie Maddy, Lisa Peterson, Whitney Asher, any coaches? (track, soccer, tennis) | | | | | | | | | | | Elaine Simmons |
| Scheduling Matrix Training   * Jenna sat with Ray Willis, Lori Crowther, Renetta Furrow and Whitney Asher to have a training/refresher course session at the end of October or November * Caicey – IE pulled the matrix into Power BI for ease of use, Caicey will demo in October | | | | | | | | | | | Elaine Simmons/  Jenna Wornkey |
| Instructional Update   * LICC   + We will have a new general education program   + A subcommittee of LICC is proposing new gen ed requirements   + Faculty gave feedback, faculty council gave feedback, LICC has reviewed, faculty will review again, Brian will come to PTP in October, then Instructional Council, Pres Staff and the board, hopefully approved by the end of November   + New gen ed program will go live Fall 2020   + Affects curriculum guides, web site, degree work, advisors, college catalog, student handbook, banner, messaging and communication, PR * Concourse – syllabus management system * AI Council – faculty training and greater awareness of students * OER   + High priority for the President   + Free or low cost or no text book at all   + Subcommittee (Karly Little, Matt Connell, Regina Casper, Melissa Rigney, Lee Miller) wrote a 45-page guide book   + President wants a 3 year plan | | | | | | | | | | | Elaine Simmons |
| Student Services Update   * Enrollment management initiatives * Advisement task force in conjunction with Title III – make a more robust and more systematic advisement approach * Orientation process in conjunction with Title III | | | | | | | | | | | Angie Maddy |
| Department of Education Update – no update | | | | | | | | | | | Myrna Perkins |

**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* |  |