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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/9/2019 |
| 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 | Erin Eggers | x | Karen Kratzer | | | x | | Myrna Perkins |
| x | Whitney Asher | | x | Mary Foley | x | Karly Little | | | o | | Samantha Stueder |
| x | Krystall Barnes | | x | Jane Howard | x | Angie Maddy | | | x | | Kurt Teal |
| x | Tana Cooper | | x | Brian Howe | x | Claudia Mather | | | x | | Ray Willis |
| x | Lori Crowther | | o | Judy Jacobs | x | Jeff Mills | | |  | |  |
| x | Caicey Crutcher | | x | Kathy Kottas |  |  | | |  | |  |
| 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 | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| Power BI Demonstration Follow Up   * About 12 people have contacted Caicey to set it up | | | | | | | | | | | Elaine Simmons |
| Update on KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded   * This morning it’s at 272 (goal is 946 by the end of May) * Each Monday Caicey puts it on data.bartonccc.edu | | | | | | | | | | | Elaine Simmons / Caicey Crutcher |
| Prerequisite List Follow Up   * Requested list of all classes (Ray/Karen) – Karen asked for a list of all classes with prerequisites and placement scores –Lori has the report from Banner * BOL list (Claudia/Lori/Ray/Karen) – need to work on between now and the next meeting * Online students add/drop/add again – Lori and Claudia will work through this | | | | | | | | | | | Elaine Simmons |
| Curriculum Guide Follow Up   * 2019 deadline is November 1 (reviewed and updated, should start in July) * December 19 deadline (Lori) * Industry tests – WTCE will add in 2019 * Continuing discussion – semester and full program guides * Continuing discussion – addition of legend to guides to assist students with course sequencing and availability of classes * Continuing discussion – guides for full-time and part-time students * Continuing discussion – Degree Works (Planner) – using Degree Works to make an educational plan for each student * We will make decisions on the “continuing discussion” items at the next meeting | | | | | | | | | | | Elaine Simmons |
| Bulletin of Classes Swim Lanes   * Available – Summer 2019 reprint to Fall 2020 reprint * Additional lanes * Need to review Summer 2019 reprint and Fall 2019 * Through Spring 2021 is available on the T: drive (link on next month’s agenda) | | | | | | | | | | | Elaine Simmons /  Lori Crowther |
| EduKan Update   * Went to Edukan retreat in Dec * No changes at this time in how Edukan operates * Ester is concerned that all 4 schools are not united * Elaine will attend a meeting on Monday * There’s some students who are enrolling at Barton that said either Edukan or the schools that are no longer part of Edukan told them to go through Barton – both Enrollment Services and Admissions have heard this | | | | | | | | | | | Elaine Simmons |
| BOL Update – audit committee meets tomorrow   * Student and faculty survey (session formats) – 48 faculty responded and 475 students responded * AR – accounts receivable discussion with Mark Dean tomorrow * Online student IDs – need to consider having IDs for online students due to our cheating issues | | | | | | | | | | | Elaine Simmons |
| Military Articulations  <https://www.kansasregents.org/students/military/credit-for-military-alignment>   * Dec 13 KBOR meeting – presentation about educational opportunities for military members * Barton does not document our articulations for the military with KBOR * KBOR wants a course catalog online * Sub-committee to review our articulation agreements and have them posted on the KBOR website – Ashley Anderson, Megan Chambers, Emily Harper, Kurt Teal, Lori Crowther, Claudia Mather, Kathy Kottas, Jane Howard, Mary Foley | | | | | | | | | | | Elaine Simmons |
| Paper vs. Electronic Bulletin – keep on future agendas   * Summer 2019 1st print is electronic and hard copy for summer 2019 reprint * Do we need a paper copy?   + Need to have the electronic version printable   + Counselor’s want hard copy   + Issue with the hard copy is it is not updated like the electronic one would be   + Need to survey advisors, students, partners, etc.   + Need to determine what “electronic” means | | | | | | | | | | | Elaine Simmons |
| General Education Project – LICC will meet today   * 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 |
| Department of Education Update   * HLC approvals – Russell HS welding program was approved by HLC * Government shut down – FAFSA is affected somewhat, no issue with paying aid or receiving aid | | | | | | | | | | | Myrna Perkins |
| Student Services Update   * Course Catalog – Tana will work with Virginia and Angie | | | | | | | | | | | Angie Maddy |
| Instruction Update   * Moving to Office 365 – possibly during one of two weeks in March, could be significant emails outages for the whole week (March 18-22 or 25-29, preference is 25-29) | | | | | | | | | | | Elaine Simmons |
| Late Student Arrivals   * Many requests this semester from athletes and other students * We do have brand new students come this spring, it’s not just returning students who are late * We will look at a finals procedure to reduce the number of students who are requesting early finals * Elaine will let the athletic department know of the academic calendars and finals schedules to use for their student athletes * This will be a continuing conversation | | | | | | | | | | | 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* |  |