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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 2/13/2019 |
| Time | 1:30 – 3:00 pm |
| Location | A-113/Zoom <https://zoom.us/my/a113barton> |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Ashley Anderson | x | 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 | x | Angie Maddy | x | Kurt Teal |
| x | Lori Crowther | o | Judy Jacobs | x | Claudia Mather | o | Ray Willis |
| x | Caicey Crutcher |  |  |  |  |  |  |
| Ex-Officio members |
| o | Rita Andress | o | Carol Murphy | o | Dee Ann Smith | x | Jenna Wornkey |
| o | Nicole Berger | o | Denise Schreiber | o | Brandon Steinert |  |  |
| Topics/Notes | Reporter |
| Non-Traditional Student Definition – background: group working with data in regards to nontraditional students, definition of nontraditional students from the data dictionary doesn’t seem to fitRecommendation: Change definition of non-traditional student  From (data dictionary)*An adult or non-traditional student is not defined only by age (usually over 24), they are also students with life circumstances different from the typical traditional student. These circumstances include, but are not limited to students who are: Parents, Married, Divorced, Single, Caring for elderly parents, Veteran, returning after a period of time in the work force, Entering for the first time-not right after HS, distance learners.* To – group feels there should be more to the one sentence; need 2 or 3 people to volunteer for this; start with traditional student definition (nontraditional is what traditional is not); Myrna, Angie, Caicey; discuss at next month’s meeting*Students in credit classes or developmental education classes not fitting the traditional definition.*Traditional Student -- A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). "Students Ages 18 - 24 are considered "traditional students" even if they delay enrollment until several years after high school graduation" (as defined by the Federal Student Aid Conference). | Myrna Perkins |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded* Monday 347; today at lunch 349 (awarded in Banner)
* 100 certificates and SAPPs; 249 degrees
* Goal is 946 by May 31
* This is part of the college’s performance agreement
* Lori can run a report of how many people have applied for degrees so far
 | Elaine Simmons / Caicey Crutcher |
| Briefing – Athletics & Instruction Meeting* Trevor, Stephanie, Brian and Elaine
* Purpose: Partnership & Communication
* Academic Calendar (Starting Dates, Ending Dates, Finals) – Reminders to Coaches – Stephanie has shared with the coaches that the calendars are on the web
* Late Student Arrivals (Athletics Lead Notice, Required Information, Instructor Requests)
* Finals (Requests for Early Exams, Forthcoming Finals Procedure) – Barton’s never had a finals procedure, receiving feedback from others at the college, we’re looking at other schools’ finals procedures (for both students and faculty)
* Requests for Late Enrollment in Winter Intercession – we’re not allowing this
* Requests for Grades Prior to Deadline – we’re not allowing this
* Academic Integrity – Elaine is sending our various articles about AI to the coaches (in addition to the AI council and others at the college)
* Student Athletes Taking Online Coursework (84 During Fall ’18)

Actions Since Meeting:* *There is not a procedure limiting the number of online classes a student athlete can take as part of their course load. Students in conjunction with their advisor and as applicable the athletic mentor should determine the best suited delivery format including resident and/or online learning.*

*Recognizing the College’s focus on integrity and the majority of integrity violations occurring with online learning, students should be aware of vendors selling contract cheating services and the College’s academic integrity procedure.** List of Required Information Sent to Athletic Mentor Joiner (2-12-19); Asked for Information to be Shared on Anticipated Late Student Arrivals and Sent to Identified Distribution List
* Instructional Council Reviewed Procedure #2516 – Plan to Recommend to President’s Staff that Procedure be Discontinued

<https://docs.bartonccc.edu/procedures/2516-alternativedelivery.pdf>* Coaches Have Concerns with Course Scheduling; Development Education Course Offerings
* Coaches Have Concerns with the 2019-2020 Academic Calendar - Finals Right After Thanksgiving Break, Early Semester End (December 6th) and Early Spring Start (January 7th)
* Coaches Have Concerns with Receipt of Fall Grades in Conjunction with Start of Winter Intercession
* Coaches Have Concerns with Grade Reports in Canvas
* Karen – advisors have the same concerns with the last 4 bullets
 | Elaine Simmons |
| Instructional Council Decided Yesterday to Move Forward with a Change to the Maximum Number of Courses a Student Can Take During Intercession. Beginning with the Spring 2019 Intercession, Students May Take Up to Two Classes During the Spring or Winter Intercession.  Appeals to Take More Than Two Classes Will Not Be RecognizedDecision Based on Barton & Edukan Student Performance DataEdukan practice is you can take 2 classes, data showed students performed wellWill look at data again in 1 yearQuestion: Where Does This Need to Be Shared? – they will add something to the web site, add some guidance language to the web site – Erin will work with Claudia on some wording | Elaine Simmons |
| Prerequisite List Follow Up* Requested list of all classes – Lori – Lori is reviewing the list, only list was on BOL web site, once list is complete we will post on the main web site too
* BOL list - Claudia/Lori/Ray/Karen
* Online students add/drop/add again – Lori and Claudia – they will start in fall so that only online students can add/drop/add/drop
* Possibly make this list interactive between Banner and the web site – future
 | Lori, Claudia, Ray & Karen |
| Curriculum Guides* 2019 deadline is November 1 (reviewed and updated, should start in July)
* December 19 deadline (Lori)
* Industry tests – WTCE will add in 2019
* ADA Compliant Template (Wagner)
* 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
* Continuing discussion – when to switch from old version to new version

Decisions | Elaine Simmons |
| Bulletin of Classes Swim Lanes* Available – Summer 2019 reprint to Fall 2020 reprint
* Through Spring 2021 is available on the T: drive
* Summer 2021 is not posted on the T: drive
* Please review reprint summer 19 and first print of fall 19, let Lori know of any issues

Question: Is this Correct? | Lori Crowther |
| Academic Integrity Topics* Online student IDs
* Anonymous Student Reporting
* Forthcoming Procedure Update – value pillars for students and the institution
 | Elaine Simmons |
| Paper vs. Electronic Bulletin – Continuing Discussion* What does electronic mean?
* 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.
 | Elaine Simmons |
| College Algebra Discussion – MATH 1826 5 credit hour vs. MATH 1828 3 credit hourAt LICC MATH 1826 College Algebra with Review changed the name to college algebra still 5 hours – changed name due to transfer out of state, name was causing red flags – students that self-enroll could enroll in the wrong class and end up taking the 5 hour class when they only needed the 3 credit hour classIn the bulletin could we add some language – we can in the printed bulletin and on the prereq list, we can’t put additional language in banner self serve (math 1826 is not offered online)Could there be an issue with Engl comp I with review – no because they would take engl comp II | Brian Howe |
| Military Articulation Committee* First Meeting
* Evaluations Occur at FR; Not Until Student Has Successfully Taken a Barton Course
* Dean Anderson, Megan Chambers & Emily Harper Preparing MOS Templates
* JST Website – One Barton Contact
* Future Discussions – Promotion of Credit Award Availability
 | Elaine Simmons |
| General Education Project* 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
* Concourse (New Syllabus Software) – Parallel Project
* Subteam working on process for slotting courses
* CAM process for making changes
 | Brian Howe |
| Department of Education Update | 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* |  |