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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/4/2019 |
| Time | 1:00 – 2:30 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 | o | Mary Foley | x | Karen Kratzer | x | Myrna Perkins |
| o | Krystall Barnes | x | Jane Howard | x | Karly Little | x | Samantha Stueder |
| x | Tana Cooper | x | Brian Howe | o | Angie Maddy | x | Kurt Teal |
| o | Lori Crowther | o | Judy Jacobs | x | Claudia Mather | x | Ray Willis |
| x | Caicey Crutcher |  |  |  |  |  |  |
| 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 |  |  |
| Topics/Notes | Reporter |
| Non-Traditional Student Definition* Caicey, Myrna and Angie met and came up with a definition
* Caicey will send Sarah the definition for next month’s meeting
 | Caicey, Myrna &Angie |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded* Current reported – Caicey – 366 today
* Goal is 946 by May 31
* This is part of the college’s performance agreement
* Lori – pending degree applications report
 | Elaine, Caicey &Lori |
| Prerequisite List Follow Up* List update; plan to post
* Online students add/drop/add status – Lori and Claudia
* Update on prerequisite list – Lisa Peterson is now reviewing list and checking the placement scores for accuracy
 | Lori, Claudia, Ray & Karen |
| Academic Calendar Discussion – Barton County campus* Three Year Definition – Current Plus Two (18-19, 19-20, 20-21)
* One Year Ahead – we have 21-22 done
* 11 Years of Data
* Community College Comparison – in 19-20 we are one of two schools starting early in January
 | Elaine |
| New Member Discussion* Elaine would like feedback on possibility of adding Stephanie Joiner to this group, her role as athletic mentor would be helpful for both us and her as mentor working with student athletes
* Or add Brooke Thompson or Todd Moore
* Elaine will reach out to Trevor for his input
 | Elaine |
| 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)
	+ Timing discussion in conjunction with general education roll-out
	+ Grandfather discussion
	+ Per Samantha it will be awhile before Connie will have the ADA template ready
	+ Program leaders would do their work as usual for 2019 and double their work for the general education changes
	+ Deadlines would change
	+ A different group would put the gen ed guides into the ADA compliant template and get them done in time for Lori to do her part
	+ Then a year from now, summer 2020, there would be instructions for the program leaders stating the guides are in an ADA template and what needs to be done to stay compliant
* 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
 | Elaine, All |
| Bulletin of Classes Swim Lanes* Available through Summer 2021 on the T: drive
* Feedback to Lori (summer reprint 19 & first print of fall 19)
 | Lori Crowther |
| 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.

Discussed today:* Need to go electronic, and if you want to print it you can
* Electronic bulletin needs to be user friendly across all devices and look pretty
* Karen’s group wants a few hard copies for students
* Tana – needs to be easier to find on the web site
* Not all BOL dates are currently in the printed bulletin, electronic bulletin could solve this
* The pdf needs to be continually updated on the web – Ray/Jeff said there is one on Power BI and it could be published on the web site
* Team needs to see the options of Power BI and what it will look like and set a timeline for use college wide – PR, IE, Lori, Karen – work group to work on this for 2020
 | 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
* Sub-team working on process for slotting courses
	+ Developed a spreadsheet to track all courses and where they fit
	+ Developed algorithms to help slot the courses
	+ Should be done April 1, 2019
* CAM process for making changes – KBOR change/just database
 | Brian Howe |
| Department of Education Update* Last week we received notification from the Department of Ed that Russell High School is approved, but it’s on hold, Russell isn’t quite ready yet
 | Myrna Perkins |
| Student Services Update* Continue to work on catalog updates from Virginia due March 8
 | Angie Maddy |
| Instruction Update* ADA committee met last week, dividing into smaller groups to tackle several items
* AI group is working on changes to the content of the procedure; four folks going to International Center for Academic Integrity annual conference this week
* OER work group is meeting this afternoon; they have a survey they want to send out to students and faculty
* Student evaluation committee meets tomorrow
* Center for Academic Innovation and Excellence – writing into Title III grant
 | 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* |  |