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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/2/2019 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/my/a113barton> |

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| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| o | Ashley Anderson | x | Erin Eggers | x | Kathy Kottas | x | Jeff Mills |
| x | Whitney Asher | x | Mary Foley | x | Karen Kratzer | o | Myrna Perkins |
| x | Krystall Barnes | x | Jane Howard | x | Karly Little | x | Samantha Stueder |
| o | Tana Cooper | o | Brian Howe | x | 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 |
| Executive Summary – OSHA SAPP* Barton SAPP will match the civilian certificate by adding OSHA 1007 to the electives

 | Kurt Teal |
| Non-Traditional Student Definition* Group worked on both traditional and non-traditional definitions using the IPEDs definition
* Anyone who meets any of the bullets makes them a non-traditional student (see attached document)
* Definition still seems confusing; maybe shorten it up
* Group will work on definition more and bring it back to PTP

 | Caicey, Myrna &Angie |
| KBOR Performance Agreement Indicator 1 – Number of Barton Degrees and Certificates Awarded* Current reported – 513
	+ It would be nice to know how many completers we had between now and May last year – IR doesn’t have a way to track this
	+ FR graduation will be down this year
* 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 – this is with Lori
* Plan to post
 | Lori, Claudia, Ray & Karen |
| New Member Discussion* Trevor declined
* Next option – Stephanie Joiner – Elaine will visit with her
 | Elaine |
| Curriculum Guides* 2019-2020 and 2020-2021 Guides
	+ 2019-2020 guides will be the current way
	+ 2020-2021 guides will be the new gen eds
		- These guides will impact fall 2020 students coming in
	+ Who will we grandfather?
		- Students will remain on guide they started on unless they request through their advisor to move to new guide
	+ Gen ed project will be done by April 1, 2020 for fall 2020 enrollment
	+ Both versions will be posted on web – need to determine timing for removing old versions
	+ Deadline – Program Leaders
	+ ADA Template Deadline – small group will work on making 2019-2020 and 2020-2021 guides ADA compliant
	+ Deadline – Lori
	+ These deadlines will be discussed at the next meeting:
		- Deadline for 2019-2020 guide review
		- Deadline for 2020-2021 guide review
		- Deadline for 2019-2020 guide posted on the web
		- Deadline for 2020-2021 guide posted on the web
		- Lori deadlines – Angie will talk to Lori
		- Deadline for web site narrative to be updated
		- Deadline for training advisors – Karen
* WTCE will add Industry tests
* ADA Instructions for Program Leaders (2020)
	+ Small group will develop ADA instructions for 2021-2022 guides
* Continuing discussion items:
	+ Semester and full program guides
	+ Addition of legend to guides to assist students with course sequencing and availability of classes
	+ Guides for full-time and part-time students
	+ Degree Works (Planner) – using Degree Works to make an educational plan for each student
 | 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)
* Claudia and Erin BOL dates done for spring 2020
 | Lori Crowther |
| Paper vs. Electronic Bulletin – Continuing DiscussionNotes from 3/4/19 meeting:* 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 and be able to print
* 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 – Update today 4/2: this is done per Erin
* 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 – Power BI wouldn’t be printable; it’s meant to be viewed on the web
* Update today 4/2: Team needs to see the options of Power BI and what it will look like and set a timeline for use college wide – Samantha, Jeff, Ray, Lori, Karen will work on this for fall 2020
	+ Fall 2019 bulletin is done
	+ Go electronic for fall 2020; prep work will be done in spring 2020
	+ Need to consider ACA compliance – since it’s a Microsoft product it should be ADA compliant
	+ Report out at June PTP meeting
 | Elaine Simmons |
| General Education Project – no update* 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 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
* Concourse (New Syllabus Software) – Parallel Project
* No CAM needed; enter into KHEDS database
* Data Dictionary Changes
 | Brian Howe |
| Department of Education Update – no update | Myrna Perkins |
| Student Services Update* Catalog went to print
* Completed student services survey
	+ All locations represented
	+ Received over 600 responses
	+ Identified 3 projects to work on based on results of survey
* Required campus/college climate survey for Title IX
 | Angie Maddy |
| Instruction Update* President has some lofty enrollment goals
	+ Wants GB campus to grow
	+ Student services is cold calling students from the fall that didn’t come back in the spring
	+ FR is down due to soldier deployment
	+ Online and Edukan are ahead
	+ GVP is ahead
* Center for AI & E – Lee Miller is now at the GB campus
* OER – big priority for the President
* Academic Integrity – what can faculty members do to make cheating harder
* Student evaluations – looking at the questions we ask
* College bought a software package for HR for automated and online performance appraisals; start with small group of faculty in the spring
* Shifting from CCSSE to Noel Levitz – all online
 | 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***

|  |  |
| --- | --- |
| **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* |  |