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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/20/2019 |
| Time | 3:00 – 4:30 pm |
| Location | A-113/Zoom <https://zoom.us/my/a113barton> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Whitney Asher | | x | Erin Eggers | x | Kathy Kottas | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Mary Foley | x | Karen Kratzer | | | o | | Samantha Stueder |
| x | Tana Cooper | | x | Jane Howard | x | Karly Little | | | x | | Kurt Teal |
| x | Lori Crowther | | x | Brian Howe | x | Angie Maddy | | | x | | Ray Willis |
| x | Caicey Crutcher | | o | Judy Jacobs | x | Claudia Mather | | |  | |  |
| x | Mary Doyle | | x | Stephanie Joiner | x | Jeff Mills | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | o | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * As of June 1 – 135 * Goal – 946 | | | | | | | | | | | Caicey |
| Certificate Completers – GPA for Certificate courses only   * Discuss idea of students seeking certificates to use only the classes associated with that certificate to calculate their GPA * This would help some students who had failed classes in their past * These students are those that are only coming here to complete a specific certificate and not continue on * This does not apply to degrees * Think about it and we’ll make a final decision at the next meeting – no initial concerns from the group | | | | | | | | | | | Lori |
| Consortium Agreements  Backgroud:   * Students cannot receive federal aid from two different institutions at the same time. Schools can enter into a consortium agreement to count all the credit hours at both schools for the aid from the home school. The host school must provide date of attendance, etc. to home school. * Our policy is to send the agreements to the home school the first day of classes (we send agreement with documentation of what the student is enrolled in) * In 2018-2019 there were 222 agreements for a total of 1131 credit hours   Current Issue:     * K-State contacted our instructor wanting proof that a student participated in class but student dropped our class and K-State paid aid on it * Since the class was dropped nothing showed up in Banner or Canvas (thankfully Whitney makes screen shots of everything) * We have a process to notify the home school when any enrollment changes occur (Whitney runs a report). This particular student fell through the cracks because nothing was in Banner therefore nothing pulled on Whitney’s report. * Financial aid decided now to wait for the drop date before sending the agreements. This caused many complaints from students because it conflicts with other school’s aid disbursements. * Myrna – We need this information to stay in Canvas * Lori – The information is in the Banner registration trail. When students drop, everything comes out of Canvas but the data is still in Banner behind the scenes. * Myrna, Whitney, Ray, Claudia and Lori will continue this discussion separately and we will discuss more at next month’s PTP meeting | | | | | | | | | | | Myrna |
| Stephanie Joiner – Director of Student Academic Development   * Introduction & New Position   + Her new position opens the door for growth and opportunity   + Maybe next performing arts students and ambassadors * Student Athlete Late Arrivals Update – we have 4 this year, 15 last year * Study Hall Opportunity – mainly athletes but it is open to all students | | | | | | | | | | | Elaine/Stephanie |
| Follow-up Discussion – OER Indicators (Tags) in Banner   * Lee requested an option to indicate low cost or no cost in Banner for tracking purposes * OER is based on CRN * Barton defines low cost as $50 or less * Project 5 is a pilot this fall with 5 gen ed classes (one no cost, others low cost) * The bulletin will need an indicator designating OER so students are aware – possibly a wingding symbol that will appear in the bulletin (Ray will come up with something) * The OER indicator could be done by schedule type (Lori/Ray will need to add types) – lecture, online/web, lecture/lab, lab * Send Lori CRNs for the 5 classes this fall – Erin will send Lori * Schedulers will need to be trained * Need to research if the Project 5 classes online have indicators for students to buy books – Erin will check * Once class passes the OER certified process Lee will notify Erin to flag for OER   + One OER certified course – Melissa Rigney’s English Composition I * How will the students know the course is OER when enrolling and would they see the scheduling type in Self-Service Banner – Lori will research   Updates:   * Ray – he’s still working on the wingding * Lori and Ray – reviewed schedule types and added new one’s for OER * Erin – sent list of CRNs for the OER classes this fall to Lori * Erin – working with Teressa and the bookstore to ensure the 5 classes have indicators * Lori – OER schedule type is working * We have one certified OER course (Melissa Rigney, Comp I) * We have many faculty in the review pipeline now * There are some current classes that don’t use a book. These will change to either textbook or OER certified. | | | | | | | | | | |  |
| Scheduling Clinical Resources Follow-up   * Meeting Group #1 – Myrna, Lori, Caicey, Kathy & Jane – Clinical Scheduling – this meeting is scheduled * Meeting Group #2 – Myrna, Whitney, Lori, Kathy, Mary & Brian – Preset Terms in Banner to Prompt Schedulers – check back at the September meeting | | | | | | | | | | | Myrna |
| Prerequisite List Follow Up – Continuing Discussion/Status   * List is completed – one list where students can check prerequisites * Posting Location   + <https://bartonccc.edu/programs/prereqs>   + <https://bartonccc.edu/online/programs/pre-req-policy>   + <https://bartonccc.edu/online/services/placement> * Link on this page is broken: <https://bartonccc.edu/online/services/placement> * Karen wants it on the advising page: <https://bartonccc.edu/academicadvising> | | | | | | | | | | | Lori, Claudia, Ray Karen & Samantha |
| General Education Project   * Next Steps   + Advisement   + Website   + Data Dictionary   + Curriculum Guides   + Degree Works   + Catalog   + Bulletin of Classes   + KBOR – no CAM needed; enter into KHEDS database   + Two General Education Program Codes to Support Reporting   + Grandfathering – Current Catalog Requirements (Angie & Lori)   **Current**  Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted.   “Continuous enrollment” refers to annual fall and spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester.   Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.  This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.  **Suggested edits to the language:**  Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study~~, unless a later catalog is adopted~~.   “Continuous enrollment” refers to annual fall and spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester.   Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.  ~~This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations.~~  The “continuous enrollment” requirement does not apply to target student populations or population cohorts for whom breaks in enrollment are necessitated by Barton program scheduling or partner agency scheduling/restrictions.  Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.   * Group is good with the updated language. Angie will update on the website. | | | | | | | | | | |  |
| Curriculum Guides – Continuing Discussion     * We are not doing 2019-20 guides. We will continue to use the 2018-19 guides. * 2020-2021 guides – new general education format/new templates/new 60 credits for AS, AA & AGS/courses; applicable to fall 2020 students   + The new templates are not ADA compliant at this time.     - Samantha Feedback – planning to submit to a vendor, she’ll be contact with them this fall, this will be done by Feb * Gen ed project will be done by April 1, 2020 for fall 2020 enrollment (advisement day) * Both versions (existing 2018-2019 guide and 2020-2021 guide) will be posted on web * When should the 2018-2019 guide be removed? Not until after academic year 2021-2022. * 2020-2021 Curriculum Guides:   + Updated templates – review   + Team leads – Kurt (GVP, FR, FL); Brian (Academics); Krystall (WTCE)   + Industry certificates as applicable need to be on the new templates (WTCE)   + Deadlines     - August 1-September 30 – Teams complete guides     - October 1 – Guides due to Sarah Riegel/Denise Schreiber     - October 1-31 – Sarah/Denise review guides     - November 1 – Guides sent to Lori Crowther     - November 1- January 31 – Lori updates Degree Works     - February 1-14 - Sarah/Denise will resave guides on the T: drive     - February 15-February 28 – Samantha complete web updates and ADA compliance     - February 1 to April 1 – Advisor training (Karen)     - March 1 – 2020-2021 guide posted on the web       * Website narrative updates (general education mentions, 64 credit hours mentions) – done by March 1   Items to Remember:   * To determine which Sector each course fell into at least 50% of the competencies need to fit in one Sector for it to count in that Sector. * Transferability of gen eds – does it transfer to at least one university * If you have a course that you believe belongs in a general education category, you need to review the syllabi for the new gen ed outcomes and bring it to LICC. | | | | | | | | | | | Elaine, All |
| Bulletin of Classes Swim Lanes   * Available through Summer 2021 on the T: drive * BOL aligned – spring 2020 | | | | | | | | | | | Lori Crowther |
| Concourse (New Syllabus Software) – Parallel Project | | | | | | | | | | | Brian Howe |
| Electronic Bulletin – Continuing Discussion   * Fall 2020 Goal/Deadline for Operational Planning is Spring 2020   + Print Options   + Hard copy availability   + User friendly across all devices and visually appealing   + Easy to find on the website   + 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   + ADA compliance | | | | | | | | | | | Elaine Simmons |
| Degree Works – can we add a hot link in Degree Works to the bulletin for developmental courses?  Lori – yes | | | | | | | | | | | Karen |
| Topics for Future Discussion   * Curriculum Guides   + 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 | | | | | | | | | | | Brian Howe |
| Department of Education Update | | | | | | | | | | | Myrna Perkins |
| Student Services Update | | | | | | | | | | | Angie Maddy |
| Instruction Update | | | | | | | | | | | Elaine Simmons |
| Next meeting September 11 | | | | | | | | | | |  |