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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/8/2020 |
| Time | 8:30 – 10:00 am |
| Location | A-113/Zoom <https://zoom.us/j/209459216> |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Whitney Asher | x | Erin Eggers | x | Kathy Kottas | x | Myrna Perkins |
| o | 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 |
| o | Caicey Crutcher | x | Judy Jacobs | x | Claudia Mather |  |  |
| o | Mary Doyle | x | Stephanie Joiner | o | 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 |
| Increased Communication/Information for International Students* These are international students who come on time but proper channels/processes are not followed by coaches
* Possibly make a checklist for the coaches
* Need a small workgroup to discuss what we can do for this coming fall – Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Trevor, Laura Stutzman
* For communication in general there is a group working on some type of communication/letter that goes out to all students with the important dates (start dates, end dates, etc.)
 | Karen |
| Networking Course Change – Follow-up from December Meeting* Jane presented the following
	+ Micro Computer Repair I – There is a certification at the end of Microsoft II
	+ Most students don’t take the certification, it is very expensive. Jane would like to encourage students to take it
	+ Financial Aid could assist on a per student basis, but the student needs to make the request at enrollment
* Jane will set up a meeting with Mark Dean, Whitney Asher, Laura Stutzman, Judy Jacobs or Randy Thode to discuss how to add fees for industry certification exams to the cost of the program.
* No meeting yet – discuss at the next PTP meeting
 | Jane |
| Winter Intersession vs. Fall Intersession* Discussed at the December meeting
* Rename Winter Intersession in Fall 2020 to Fall Intersession
* Any Follow-up?
* Fall intersession 2021 – would like to push fall session 1 and 2 back to match the high schools and other colleges
* Erin will put a draft together with recommendations for 2021 and send to PTP to review/feedback
* Lori would like an earlier deadline for instructors posting grades
* Work group to talk about grade deadlines for faculty – Lori, Brian, Claudia, Karly, Stephanie
 | Claudia |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded* Goal is 946
* Jan 7, 2019 – 479
* Yesterday – 311
* On our bridge agreement (performance agreement) if we don’t meet 2 of the 5 indicators we will lose money
* Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford
 | Caicey |
| Electronic Bulletin* Great Bend Workgroup
* Follow-up with PTP – Point of Information
 | Elaine |
| Bulletin of Classes Swim Lane Deadlines* Available through Summer 2021 on the T: drive
* BOL aligned – spring 2020
* Process will change a little once we stop printing the bulletin
* Fall 2020 deadline is February 19 for the schedulers
* Work group to discuss double room booking – Angel Morgan, Cherish Robinson, Lori, Brian, Heather Helvie, Renetta Furrow, Stephanie VanSyoc, Kathy
 | Lori |
| General Education Project* 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:
	+ 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 – purchased scribe service and they are working on them
		- Scribe service will do five curriculum guides
		- February 1-14 - Sarah/Denise will resave guides on the T: drive
		- February 15-28 – Samantha complete web updates and ADA compliance
		- February 1 to April 1 – Advisor training (Karen) – Virginia has training scheduled
		- 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 |
| Waitlist Process* Spring 2020 Debriefing – Lori
* Process for wait-listing that is known to everyone – written guidelines
* Consider offering students who are waitlisted other options
	+ Non-credit bearing course or Adult Ed downtown
	+ Brian will discuss with Developmental Ed team
 | Elaine/Lori/Stephanie |
| Assessment/Placement Discussion | Elaine/Angie/Stephanie |
| Concourse (New Syllabus Software) – Parallel Project | Brian |
| 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 |
| Department of Education Update* Monday Myrna requested from HLC the addition of BML at the prisons – this takes about 30 days
* State authorization (SARA) changes in July 1 – Myrna wants to meet with Claudia and Erin
* ESI Application
	+ Barton is a member of a correctional higher education consortium
	+ Goal of each partner to have an approved ESI application so they can offer PELL to correctional students
	+ Hinted at the officers meeting: if you don’t get approved you’re not part of the consortium and you can’t offer education to the correctional facilities
 | Myrna |
| Student Services Update* Ellucian Cloud Project – messaging for students on down time will come out within the next week
 | Angie |
| Instruction Update* Academic Calendar 2021-2022
	+ We’re changing the length of classes on the GB campus to 55 minutes for MWF and 80 minutes for TR
	+ We will start later in August (8/18/2021)
* Academic Integrity – committee worked on a revised procedure that will go to HR
* Performance Management System
	+ Staff will be evaluated based on your anniversary month
	+ Staff evaluations will no longer be required every year for those staff that have worked here a set number of years
	+ In the fall semester a pilot was done for faculty and 30 will use it this spring
 | Elaine |
| Next meeting February 11, 2020 |  |