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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/8/2020 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/964872149> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Whitney Asher | | x | Mary Doyle | x | Stephanie Joiner | | | x | | Jeff Mills |
| x | Krystall Barnes | | x | Erin Eggers | x | Kathy Kottas | | | x | | Myrna Perkins |
| x | Matt Connell | | x | Mary Foley | x | Karen Kratzer | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Jane Howard | x | Karly Little | | | x | | Laura Stutzman |
| x | Lori Crowther | | x | Brian Howe | x | Angie Maddy | | | x | | Kurt Teal |
| x | Caicey Crutcher | | o | Judy Jacobs | x | Claudia Mather | | | x | | Ray Willis |
| Ex-Officio members | | | | | | | | | | | |
| x | Rita Andress | | o | Carol Murphy | o | Dee Ann Smith | | | o | | Jenna Wornkey |
| o | Nicole Berger | | x | Denise Schreiber | o | Brandon Steinert | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Lindsay Holmes | | x | Deanna Heier |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| COVID Check-Up   * Student Services is having issues with students leaving the dorms and traveling to other states and returning to the dorms * Article about financial struggles for colleges – scholarships/foundation money is rolled into the markets and colleges are concerned that the amount of scholarships will be less – <https://www.wibw.com/content/news/Financial-hits-pile-up-for-colleges-as-some-fight-to-survive--569433351.html> * KCKCC is going back to full operations May 1 | | | | | | | | | | | All |
| Ellis Welding   * We’re teaching welding at Ellis High School and with the COVID-19 shutdown they are no longer in session * The classes were going longer each day so they already met seat time requirements * All outcomes and competencies have been met * Class is considered done * When should grades be put in? * No issues for financial aid to report grades early * Anything that is Title IV related would be impacted * We’ll look at these on a case-by-case basis | | | | | | | | | | | Mary |
| Add CDL as an option for the degree choice when a student applies for admissions   * Since we added the CDL Theory class to online offerings students are unsure what to pick for their degree when enrolling * If we could have a CDL degree option, then those students could be assigned to Maggie Tracy for advising * We would need to create a subject code for Banner * Mary and Krystall are working on a SAPP for CDL – as part of this process a subject code can be created in Banner * Keep on agenda for next month | | | | | | | | | | | Mary |
| Withdraws  Adjustment Made to GB Campus (Spring 2020) – April 22  Adjustment Made to FR/FL Cycle #3 and #4   * There’s a Change.org petition going around to use universal grading at Barton with approximately 300 signatures – we will not change our grading due to COVID-19 * KBOR is going to talk about grading at their next meeting * Lori met with KS registrars last week and most universities are not allowing grading changes   Withdrawal Timelines Moving Forward (Fall 2020)   * Discussion Group: Mark Dean, Angie Maddy, Claudia Mather, Lori Crowther, Kurt Teal, Kathy Kottas, Brian Howe and Stephanie Joiner * Great Bend * Fort Riley * Fort Leavenworth * College Advantage * Grandview Plaza * BOL     Suggested: Great Bend campus - last day to withdrawal (fall and spring) will be 5 days prior to start of finals; summer will be 5 days prior to the end of term; 8 week classes will do the 5 days as well | | | | | | | | | | | Elaine/Lori |
| Increased Communication/Information for International Students   * Workgroup (Tana, Karen, Kristen Connell, Kathy Brock, Lisa Peterson, Virginia Fullbright, Stephanie, Lori, Trevor, Laura Stutzman, Carol Murphy and Abby Howe) * First Meeting March 10; meeting April 22 | | | | | | | | | | | Elaine |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded   * Goal is 946; 2/11 = 451; 3/11 = 469, 4/8 = 495 (last year 552)   + Work group to discuss the reporting of completers – Lori, Jane, Mary, Matt Connell, Kathy, Kurt, Shanda Mull, Krystall, Lindsay Holmes, Michelle Rutherford; met February 19     - Reviewing all AS degrees and certificates that are built within the degrees to be sure the certificates are being awarded     - Opened up Degree Works for faculty secretaries so they can check for students that are awarded certificates so we don’t miss those   + Our current bridge agreement was approved at BAASC meeting this month   + Elaine is going to advocate for the removal of completers as an indicator – other schools have removed it   + Deadline to report completers to KBOR – May 31 | | | | | | | | | | | Caicey |
| Performance Agreement – Quarterly Meeting+   * 1st meeting – 4/7/2020 * Strategies to impact outcomes of current Bridge Agreement * Suggested new indicators | | | | | | | | | | | Elaine |
| Electronic Bulletin   * Effective Spring 2021 * Interactive Schedule * Degree Works * Power BI Bulletin Report – review prior to April 21   <https://bartonccc.edu/institutional-effectiveness/general-information>   * Claudia reviewing analytics on the BOL website class listing * If you need a few hard copies of Summer and Fall 2020 let Rita know | | | | | | | | | | | Elaine |
| Bulletin of Classes Swim Lane Deadlines   * Available through Summer 2021 on the T: drive * Shifting to three times a year with the launch of the electronic bulletin in 2021 | | | | | | | | | | | Lori |
| 2020-2021 Catalog Status/Discussion – Finished! | | | | | | | | | | | Angie |
| General Education Project   * 2020-2021 guides – done & posted   + Website Organization – Karen, Angie, Elaine, Samantha will work on wording for the old and new guides on the website – this is done 4/27/2020 * 2018-2019 guides remain posted through 2021-2022 * Advisor training – Done! * Other | | | | | | | | | | | Elaine, All |
| Concourse   * Website Placement   + <https://bartonccc.edu/academicadvising>   + <https://bartonccc.edu/degreesprograms> * PAWS * Power BI Bulletin * New process for syllabi coming through LICC is forthcoming | | | | | | | | | | | Brian |
| 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 |
| Grade Deadlines – Done   * Consideration for earlier deadline * Work Group: Lori, Brian, Claudia, Karly and Stephanie * Decided on 3 days after the end of the class for all classes starting Spring 2020 * For F2F classes grades are due by 8am on Monday, May 11 | | | | | | | | | | | Lori |
| Assessment/Placement Discussion   * Early assessment/assessment process is part of the developmental teams’ strategic goals * Topic for international student communications group * Examity is not available right now * We will be able to Zoom for proctoring * The Center will be able to help with Zoom proctoring * This may force us and other schools to look at other ways to place students | | | | | | | | | | | Elaine/Angie/  Stephanie |
| BOL Update   * Session 6 starts Monday and numbers are down a little bit | | | | | | | | | | | Claudia/Erin |
| Department of Education Update   * Approving the change in hours on 4 different certificates (crop protection, beef cattle) * We are still waiting on more direct guidance on how to hold certain situations in the light of COVID-19 | | | | | | | | | | | Myrna |
| Student Services Update   * No updates | | | | | | | | | | | Angie |
| Instruction Update   * Open entry/open exit group met yesterday; pilot in Summer 2022 * Concerns with recruitment and enrollment due to COVID-19 * Brian and Kathy will work with their teams on recruitment ideas for their programs * High school students will be able take Barton classes at a reduced cost this summer semester * 20th anniversary of BOL – use this as an opportunity to promote online | | | | | | | | | | | Elaine |
| 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 | | | | | | | | | | |  |
| Next meeting April 8, 2020 | | | | | | | | | | |  |