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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 XAbsent 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  |
| WithdrawsAdjustment Made to GB Campus (Spring 2020) – April 22Adjustment 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
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| Next meeting April 8, 2020 |  |