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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/13/2020 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/942348637> |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Whitney Asher | x | Mary Doyle | x | Erika Jenkins-Moss | x | Jeff Mills |
| x | Krystall Barnes | x | Erin Eggers | x | Stephanie Joiner | x | Myrna Perkins |
| x | Janet Balk | x | Mary Foley | x | Kathy Kottas | x | Samantha Stueder |
| x | Matt Connell | x | Lindsay Holmes  | x | Karen Kratzer | x | Laura Stutzman  |
| 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 |  |  |
| Ex-Officio members |
| x | Rita Andress | x | Carol Murphy | o | Dee Ann Smith | o | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| COVID Check-Up  | All |
| Associate in Science – Pre-Professional Healthcare<https://bartonccc.edu/academicprograms/preprofessional>* Combining the pre-professional healthcare options into one curriculum guide
* Currently it is confusing for students – they think we have certificates in each of these areas
* Need to look at making all the courses on the curriculum guide available online – First Aid Emergency Care currently is not online
* Use one major code
* Caicey/Lori will work on the CIP code (have one code for all)
* Lori will update Banner
* Sarah will work with KBOR to update their database
* Lori will update Degree Works
* Samantha/Brian will get the web updated
* Karen will notify advisors
* Tana will work with a smaller group on the admission app and report back at the next meeting
 | Kathy/Brian |
| Graphic Design Program Name* Art faculty requested to change the name to Digital Design (Digital Graphics and Digital Photography)
* Name change is in line with other colleges/universities
* This affects KBOR – Sarah will take care of this
* Lori hasn’t scribed these in Degree Works yet
* Excel in CTE updates
* Web site changes
* Admissions form changes
* Advisement notification
 | Brian/Lori |
| CDL Executive Summary* Goal is to make the 5 credit hour program into a SAPP
* Add CDL to the admissions app
* Does this need a CIP code? Krystall thinks there is a CIP code already
* Do we need a major code? Yes
* Theory class is offered online, twice a semester and once in the summer
* This change needs to go through the CAM process
 | 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  |
| WithdrawsSpring Adjustments:* GB Campus (Spring 2020) – April 22
* FR/FL Cycle #3 and #4

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

Workgroup has met and is recommending the following:* GB/BOL/CP (FR/FL) - 10 college working days prior to the end of the class
* LSEC (FR/FL) – 15 college working days after the start of the class
* Other – custom withdraw dates will be coordinated with the Registrar’s Office (4/6 week BOL classes will be left at the 7 days)
* Effective spring 2021
* Sarah will update the academic calendars on the web
 | 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)
* Group met May 5 – meeting again May 19
* Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur
* There will be more discussions around quarantine
 | Elaine |
| KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded* Goal is 946; 2/11 = 451, 3/11 = 469, 4/8 = 495, 5/13 = 517 (last year at this time 836)
	+ 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
	+ Deadline to report completers to KBOR – May 31
	+ Caicey will send out weekly updates through May 31
 | Caicey |
| Performance Agreement – Quarterly Meeting+* Current Performance Agreement – Response is Due
* Working to identify indicators for the next agreement
 | Elaine |
| Electronic Bulletin* Effective Spring 2021
* Interactive Schedule
* Degree Works
* Power BI Bulletin Report
* Live Bulletin Report
	+ Working group met and provided Ray with “wishes” for enhancement of report. Ray is working on the wishes and the group will meet again to review updated report.
 | 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 |
| General Education Project* 2020-2021 guides – done & posted
	+ Website Organization – Karen, Angie, Elaine, Samantha worked to update verbiage on the website
* 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
* Now we’ll be working on Fall 2020
 | Elaine/Lori/Stephanie |
| 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
* We will be able to Zoom for proctoring
 | Elaine/Angie/Stephanie |
| BOL Update* No updates today
 | Claudia/Erin |
| Department of Education Update* Approved to participate in the experimental sites PELL
 | Myrna |
| Student Services Update* Planning for somewhat normalcy for fall 2020
 | Angie |
| Instruction Update* Messaging will come out about returning to campus
* PR will roll out promos for summer
* Fall programming group is meeting this afternoon
* We applied for a national grant for BASICS program
* We did a Barton Cares survey to students and faculty with excellent response rates
 | 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 June 10, 2020 |  |