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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 X  Absent 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 |
| Withdraws  Spring 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 | | | | | | | | | | |  |
| Next meeting June 10, 2020 | | | | | | | | | | |  |