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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/10/2020 |
| Time | 8:00 – 9:30 am |
| Location | Zoom <https://zoom.us/j/95575020076> |

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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 | o | 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 | x | Judy Jacobs | x | Claudia Mather |  |  |
| 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 |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Check-Up Time!  | All |
| CAM Process* Updating Existing CAM Spreadsheet – Sarah and E are working on
* Meeting with VP Office for guidance as you are working through the CAM process
* SAPPs – Modified CAMS (TBD)
* Stackable Exit Points – this means all courses in CERT1 have to be in CERT2 and then in the Associates degree, if not then they are considered separate programs
* Phase Zero Under Review –possible changes coming
* KBOR Timelines/VP Office Guidance
* There are several new forms for the CA1 available on the KBOR website

<https://www.kansasregents.org/resources/PDF/Academic_Affairs/New_Program_Approval/2020-2021_New_Technical_Certificate_and_AAS_Program_Approval_Schedule.pdf> | Elaine/Sarah |
| Associate in Science – Pre-Professional Healthcare<https://bartonccc.edu/academicprograms/preprofessional>* Curriculum Guide Posted? Sarah will put the guide in Lori’s folder
* CIP Code – 51.1199 Health/Medical Preparatory Programs, Other
* Major Code (Lori) – 2620
* Banner & Degree Works (Lori)
* Advisor Notification (Karen)
* Web Updates (Samantha)
* Programs of Study (Ray)
* Admissions Application Update (Tana) – students would select pre-professional healthcare and then a drop down would appear with the 13 majors
* Course Catalog Changes (Angie) – we won’t make any updates until the annual process
* Full online option? First Aid Emergency Care currently is not online (Brian/Kathy) –
* Effective date: August 1, 2020
 | Kathy/Brian |
| Graphic Design Program Name* Graphic Design shifted to Digital Graphics and Digital Photography
* Effective Date: August 1, 2020
* New Curriculum Guides Posted – Sarah will put the guides in Lori’s folder
* Banner & Degree Works (Lori)
* New Program of Study Posted/Changes to Reports & the Bulletin (Ray)
* Web Updates (Samantha)
* Advisor Notification (Karen)
* Admissions Application Update (Tana)
* Excel in CTE Updates (Karly)
* Course Catalog Changes (Angie)
 | Brian |
| CDL Executive Summary* Modified CAM – Discuss Details with VP Office (Feedback from KBOR Pertinent to SAPP)
* CIP Code – 49.0205 Truck and Bus Driver/Commercial Vehicle Operation
* Major Code (Lori)
 | Mary |
| 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

Workgroup recommendations:* 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 with dates provided by Lori
 | 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)
* Ongoing Meetings
* Organizing a timeline of current processes/activities; identify where adjustments/enhancements need to occur
* There will be more discussions around quarantine and some students arriving September 1st or later. (Alternative Delivery, Online, NJCAA Guideline Change, Etc.)
* Majority of students will be here by July 20 and then in quarantine for 14 days, there may be some students arriving later
* NJCAA: students can come at late as 18 days after school starts, students can only take one online class per semester (this was relaxed for spring and summer 2020 but we don’t know about fall 2020 yet)
 | 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), 5/31 = 868
	+ 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 |
| Performance Agreement – Quarterly Meeting+* Current Performance Agreement – Response Completed
* Working to identify indicators for the next agreement
 | Elaine |
| Electronic Bulletin Summary* Interactive Bulletin – Effective Now – No More Paper Bulletins
* Apply Now and Enroll Now Buttons
* All Classes – Not Just GB? Kurt will look into this for FR
* Feedback
 | Elaine |
| Bulletin of Classes Swim Lane Deadlines* Available through Summer 2021 on the T: drive – everyone needs to review by EOD 6/11/2020
* Shifting to three times a year with Interactive Bulletin
 | Lori |
| General Education Project* 2020-2021 guides – done & posted
* 2018-2019 guides remain posted through 2021-2022
* Gen Ed Web Page needs to be updated <https://bartonccc.edu/programs/generaleducation>
	+ Use the Approved Courses Matrix in Power BI on this web page
	+ Sarah will create a prototype of the page
 | 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

After completing the Concourse training with the advisors, there were a couple of ideas mentioned to have a link to Concourse.  * On the new interactive bulletin of courses, have a link at the top called Syllabus Search.  I believe this would require some assistance from Ray as he is the guru of the bulletin. – Ray will do this

 * In the empty spot on the Portal page have a link to Concourse. – Ask Michelle Kaiser

 | 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
 | Elaine/Angie/Stephanie |
| BOL Update* Summer enrollments are looking good
 | Claudia/Erin |
| Department of Education Update* <https://bartonccc.edu/community/boardoftrustees/transparency/heerf>
 | Myrna |
| Student Services Update* Working on communications to students weekly with general information, what to expect, etc.
 | Angie |
| Instruction Update* College bought two disinfecting foggers for campus
* Summer online enrollment is great, FR/FL are good, Military School is ok (<https://bartonccc.edu/institutional-effectiveness>)
 | Elaine |
| Topics for Future * 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 July 8, 2020 |  |