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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 10/12/2022 |
| Time | 8:30 – 10:00 am |
| Location | Zoom <https://zoom.us/j/5354602075> |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | Present X  Absent O | | |
| x | Whitney Asher | | x | Erin Eggers | x | Karen Kratzer | | | x | | Angel Morgan |
| x | Chris Baker | | x | Mary Foley | x | Abby Kujath | | | x | | Jose Palacios |
| o | Janet Balk | | o | Lindsay Holmes | x | Karly Little | | | x | | Myrna Perkins |
| x | Krystall Barnes | | x | Brian Howe | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Megan Chambers | | x | Judy Jacobs | x | Claudia Mather | | | x | | Laura Stutzman |
| x | Matt Connell | | x | Erika Jenkins-Moss | x | Wendy Miller | | | x | | Kurt Teal |
| x | Tana Cooper | | x | Stephanie Joiner | x | Jeff Mills | | |  | |  |
| x | Lori Crowther | | x | Kathy Kottas | x | Todd Mobray | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Ronnie Dean | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Follow-Up Items:   * **Transition to ArmyIgnited** – nothing new * **Student Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?     - Do we have the capability when students go in to pay a bill they are prompted to update info?     - Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?     - Could the reminder to update address and phone number be in Canvas?   + Workgroup to discuss (Laura, Angie, Lori, Tana, Abby, Erika, Amy Oelke)     - There are three items students need to agree to/acknowledge. These pop-up after a student has applied but before they enroll.       * Student financial responsibility statement       * Talk to Mark about the financial responsibility statement (Laura)       * The fact that Barton does business electronically       * For accounts in collections students will get phone calls     - Need to determine if these items are in the application process (do we want to have students acknowledge more than once)     - Will these pop up every time a student enrolls?     - Nex Gen Dynamic Forms, a vendor that builds dynamic forms that has an API to Cash Net built in and works with Banner       * Cash Net Solution in Beta * **FLAC 9 Training**   + FLAC Members Met Last Week   + Training Forthcoming – Targeting November     - Offered to everyone on the FLAC distribution list     - Classroom/hands-on training * **Programs of Study**   + Discuss table; functionality and need; system to put together so it’s current   + Myrna sent out an updated approved locations document – HLC has a new platform by which colleges request changes to locations – HLC is working on a program inventory per institution   + Workgroup: Samantha, Brandon, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Kurt and Elaine   + Group met in May; Samantha shared several updates that lean towards supporting the availability of the table – update: haven’t worked on anything with web vendor since May; will work on this as soon as the common content project is complete * **Student Maximum Course Enrollment Guidelines**   + The minimum load for full-time student status is 12 credits; however, Barton encourages students to enroll in at least 15-16 hours per semester to meet graduation requirements within two years. Degrees have varying credit hour requirements; thus, students should work closely with their advisor to identify their degree’s requirements. Full-time status for financial assistance is 12 hours per semester. A student may receive partial financial assistance for part-time status.   + Recognizing the importance of a student’s success includes academic performance, integrity practices and a robust college experience, the maximum student course enrollment is as follows:   **Fall/Spring Semesters**  21 credits – maximum course load; requires no permission  **Summer Semester**  15 credits – maximum course load; requires no permission   * + Exceptions     - Students enrolled in Barton’s Fort Leavenworth and Fort Riley LSEC program are limited to three classes per cycle.  There are three cycles per fall and springs terms; therefore, nine classes are allowable during the fall and an additional nine classes are available during the spring.  There is only one cycle during the summer term.     - Students enrolled in accelerated programs.   + Appeal Process     - Students in good standing (minimum 2.5 grade point average) may appeal to take an additional six credits per semester. Student appeals may be submitted via an electronic form.     - Appeals must be submitted a minimum of 10 business days before the desired course(s) begin. Upon receipt, the request will be researched and considered with a final decision made no later than five days before the course(s) begin.     - Appeals will route to the VP’s Office; representatives will route to the applicable Dean.   + New Form - <https://forms.office.com/r/DXTUEejyGu>   + Implementation Timeline – Spring 2023   + Promotion of Guidelines     - Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other   + Automated process for monitoring student enrollment within the maximum course enrollment guidelines   + Discussion from 6/8 meeting: self-enrollment challenges (Karen)   + Discussion from 6/8 meeting: advisor notification of change in enrollment (Angie/Wendy/Judy) – available report (Lori)?   + Advisor Awareness * **Change of Major Form**   + The current form is updated (Zach)   + Agreement form should be shifted to new form format   + No current way to have the form automatically update from Banner   + Karen/Zach met | | | | | | | | | | Abby  Lori/Laura  Elaine  Samantha  Elaine | |
| **Parent Permission Slips for High School Students**   * HS students under the age of 18 at the time of enrollment require parent permission * This applies to in-person and online students * There is a Banner report Karly/Lori can run to check for these students * This is a one-time permission slip per academic year | | | | | | | | | | Karly | |
| **Criminal Justice AAS & Cert**   * Remove as offerings due to lack of interest until KBOR realignment * Drawback of AAS students have to be admitted to law enforcement academy * Students cannot carry a gun until 21 so obtaining the certificate prior to that age isn’t beneficial to students * Sarah will check with KBOR * Lori will look into Banner * HLC/Dept of Ed: program can be inactive for a year, after that the program must be closed | | | | | | | | | | Chris | |
| **Scales Technician at GVP**   * Struggle to get spring enrollments at GB campus * Consider offering scales in the fall at GB and in the spring at GVP * There is classroom space at GVP * Will work with Communications to develop promotions | | | | | | | | | | Kurt/Kathy/Mary | |
| **Curriculum Guides**   * Short term workgroup to discuss future guides to potentially include semester guides, guides for full-time and part-time students, legends, etc.   + Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford, Shanda Mull * Brian created a couple draft templates for Kathy’s areas to review * Consideration of forthcoming KBOR Performance Funding project | | | | | | | | | | Elaine/All | |
| **2022-2023 Curriculum Guide Review**   * Review process to start Fall 2022   + ~~August 1-September 30 – Teams review guides~~   + ~~October 1 – Guides due to Sarah/Denise~~   + October 1-31 – Sarah/Denise review guides   + November 1 – Guides sent to Lori   + November 1 to January 31 – Lori updates Degree Works   + February 1-14 - Sarah/Denise will resave guides on the T: drive   + February 15-28 – Samantha complete web updates   + February 1 to April 1 – Advisor training (Karen)   + March 1 – Guides posted on the web – effective for Fall 2023 | | | | | | | | | |  | |
| **Enroll Now Webpage**   * There are two different Enroll Now pages on the website: one is for online students and one if for all students * Interest is to unify the pages or at least have the same formatting * Samantha is working with the web vendor on this – hopeful to complete this by mid-summer * Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin, Angie   + Team met and it opened a can worms on what our processes actually look like so there will be a follow up meeting – more to come | | | | | | | | | | Tana | |
| **Case New Holland (CNH) Top Tech Program**     * Submitted to KBOR * 27% of funding is identified * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) * CIP code (Sarah) – 01.0205 * Major code (Lori) – 0217 * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * Change of Major form (Advisement) * Internal promotion (Mary) * External promotion (Communications) * HLC/Dept of Ed (Myrna) | | | | | | | | | | Mary | |
| **Dance Instruction and Management**   * New credential/certificate and AA   + Certificate is not a KBOR recognized certificate; can lead into the AA, but completers may not be submitted to KBOR   + What process are we going to use to award the credential?     - Set up a certificate code on our end that would appear on transcripts stating the student completed the emphasis requirements   + Brian will assemble a group to discuss the credential/certificate (Lori, Tana, Samantha, Karly) * AA Liberal Studies with an emphasis in Dance Instruction and Management   + Effective date – Spring 2023   + Campus location – Barton County(GB)   + Curriculum guides (Sarah) – Done   + CIP code (Sarah) – 13.1324   + Major code (Lori) – 1311   + Banner/Degree Works (Lori) – Done   + Advisor assignment/notification (Karen) – Danika needs advisor training   + Programs of Study page (Samantha/Brian) – Done   + Web updates (Samantha) – Done   + Admissions application (Tana)   + Change of Major form (Advisement)   + Internal promotion (Brian)   + External promotion (Communications) | | | | | | | | | | Brian | |
| **CAM Update – Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) * CIP code (Sarah) – 48.0508 * Major code (Lori) – 4802 * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC (Myrna) – preliminary review done 10/4/22 * Internal promotion (Mary) * External promotion (Communications) | | | | | | | | | | Mary | |
| **Pratt Nursing – PN Program**   * PCC wants Barton to offer the PN program as well (Fall 2023) * KSBN approved * Site visit is 11/4/22 | | | | | | | | | | Kathy/Chris | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2022-2023 (total for 2021-2022 was 981)   + 7/13 = 47 (last year 80)   + 8/10 = 83 (last year 181)   + 9/15 = 132 (last year 214)   + 10/12 = 149 (last year 232) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) | | | | | | | | | | Jeff/Jose | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * Fall 2022, Spring 2023, Summer 2023 available * Working on 2023-2024 * Shifting to three deadlines a year with Interactive Bulletin * Lori will start sending reminders – email sent 9/12 | | | | | | | | | | Lori | |
| **KBOR General Education Project**     * Final Documentation Received; implementation Fall 2024 * Dean Howe will submit comments/recommendations to Dean’s Council, LICC and PTP * Do the classes have to be KCOG classes? * Will we need to designate these courses on our transcript if they are transferred from another school? | | | | | | | | | | Elaine/Brian | |
| **LICC Update – n/a** | | | | | | | | | | Sarah | |
| **Web Site Update**   * Common content project should be finished by the mid-October * In the process of getting some new people hired | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Working on summer 2023 schedule * Numbers are looking good in comparison to last year | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Working on January Cougar Tales | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Maintaining STEM Fridays with regular attendance * Cougar Conversations have consistent attendance from all campuses * Started writing labs on Tuesdays | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Working on a Zen Desk email announcement | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * Fall survey going out within the next week * Check out the Barton Puzzle Spotlights: <https://bartonccc.edu/barton-puzzle> * Data dictionary is on Student Services’ list as a project to work on * Hoping to purchase a virtual orientation product * Student population changes in the past several years – the only demographic that Barton had an increase in is Hispanic | | | | | | | | | | Angie | |
| **Instruction Update**   * KDOC Central Office meeting – possibility of one new program at Ellsworth and one new program at Larned; Fall 2023 we could be in the online business with corrections | | | | | | | | | | Elaine | |
| **Next meeting November 9, 2022** | | | | | | | | | |  | |

**ENDS:**

**1. Fundamental Skills  
2. Work Preparedness  
3. Academic Advancement  
4. Barton Experience  
5. Regional Workforce Needs  
6. Barton Services and Regional Locations  
7. Strategic Planning  
8. Contingency Planning**

***Barton Core Priorities/Strategic Goals***

**Drive Student Success**

1. Advance student entry, reentry, retention, and completion strategies.

2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity,    
  inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.