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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 XAbsent 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	+ Ongoing issue with student personal information (address, email, phone number) being outdated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
 | AbbyLori/LauraElaineSamanthaElaine |
| **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
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| **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.