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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/9/2022 |
| 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 | Mary Doyle | x | Stephanie Joiner | | | x | | Jeff Mills |
| x | Chris Baker | | x | Erin Eggers | x | Kathy Kottas | | | x | | Todd Mobray |
| x | Janet Balk | | x | Mary Foley | x | Karen Kratzer | | | x | | Jose Palacios |
| x | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Myrna Perkins |
| x | Matt Connell | | x | Brian Howe | x | Karly Little | | | x | | Samantha Stueder |
| x | Tana Cooper | | x | Judy Jacobs | x | Angie Maddy | | | x | | Laura Stutzman |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Claudia Mather | | | x | | Kurt Teal |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Michelle Kaiser | x | Denise Schreiber | | | o | | Brandon Steinert |
| o | Sasha Bingaman | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| Guests | | | | | | | | | |  | |
| x | Emily Harper | | x | Wendy Miller |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Mainstay Campaign** – Randy and Erin working on campaigns to promote summer; adding how to videos as they are completed (how to apply and how to request a transcript) * **Transition to ArmyIgniteED** – had quarterly meeting; focusing on invoicing; Sheven will help Abby with invoicing * **Updated Academic Integrity Statement – Effective in Course Syllabi 2022**   Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other’s work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 [Academic Integrity](https://docs.bartonccc.edu/procedures/2502-academicintegrity.pdf) and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.   * + - Portal (Claudia/Samantha/Michelle) – working on (will be done by March) – can put on a card (need to have a shortened version of the language) and have a link to the AI web page (Deanna Heier and Samantha working on web page <https://bartonccc.edu/integrity>) * **Join the BAND (Board for Achieving Normalized Data)**   + Group that will make sure everyone is on the same page with inputting data into Banner; data standards sheet   + Representatives for each area of Banner   + Meet quarterly or bi-monthly, probably start in March with new software (Argos) * **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 (Michelle, Laura, Claudia, Lori)     - Report from Michelle: “Those involved have gone through training and are working on implementing, focus first on the immediate need and then will expand to other modules.  Please keep in mind, Banner can do a lot of things, we just need to have things presented and will explore how to make it happen so that we don’t have to try to invent the wheel or spend money on something else when we already have what we need, just need to implement.  What can Banner do for you?! 😊”     - Training (AIP) is taking place; will need to learn page builder; these products will prompt students to update their information; prompt student when enrolling to confirm their information is correct     - By the end of March/beginning of April this should be done * **Student Support Processes for 8-Week Courses – pause for now** * **Pre-Professional Healthcare**   + AS Liberal Studies with an emphasis in pre-professional   + Effective date – Fall 2022   + Recommendations of what needs to be undone, what needs to be done, what we’re maintaining and how we will communicate the final outcome     - Admissions App – done       * Students can choose an emphasis on the admissions app but it’s switching to pre-professional in Banner – there may be a report that’s not feeding correctly into Banner (Mary needs to work with Maggie Harris)     - Degree Works     - Curriculum guides     - Website     - Advisement   + Workgroup meeting to discuss: Lori, Brian, Karen, Mary, Maggie, Denise, Sarah   + Note: for the Promise Act pre-professional is eligible but the emphasis areas are not * **AAS Technical Studies Web Page Changes**   + Terri Mebane is working with Samantha * **Student Evaluations**   + The Student Evaluations Committee has been reconvened and will begin meeting this month to discuss topics from last month’s PTP meeting.   + I will carry forward the following concerns to the committee:     - We’re not getting good feedback on the course surveys because the students are just trying to complete it quickly to move on to do the assignment or test     - Is there an option for students to come back to the survey? If so, are directions to this point available to students and faculty?     - Most faculty are not reading the survey responses     - Consider launching the survey ¾ of the way through the course instead of mid-point     - Add a “you have X more times to bypass this survey” notice for students     - Consider making the survey optional and not required     - Matt’s Email Response from 2/8/22     - Student Concern Summarized by Stephanie Joiner with Added Comments       * Surveys are required – are we soliciting honest feedback if we do not allow the student to choose to respond?       * Surveys impede access to course materials         + This is my biggest concern. As an instructor who relies on Canvas activities in the classroom, this can derail lessons. And I believe it causes students to struggle to log into Zoom through the course shell.     - Surveys are not compatible with all devices and Instructions from IT on how to fix are not always accurate. This further limits access to course and course/material       * I have seen this in the Center with student devices as well     - Do we have data that indicates these surveys are being reviewed holistically and lead to changes or that concerns raised by students (like this one) are being addressed when they are made within the surveys? What I am trying to identify here is, is the intrusion to the student’s academic progress warranted based on the impact of the information? Or do we see that students are honestly answering questions with usable information or just trying to buzz through so they can access what they need from the course. * **ESOL – Fort Leavenworth Resiliency Center**   + Request from Resiliency Center to partner to offer ESOL classes for international spouses via tuition   + Don’t have ESOL teacher at FL so these would be offered via Zoom   + Academics is looking for an ESOL adjunct and will coordinate with FL to offer these courses | | | | | | | | | | Erin  Abby  Todd  Laura  Stephanie  Karen, Mary, Judy, Angie, Brian, Kathy and Lori  Kurt/Samantha  Janet/Matt/IE  Brian/Erika | |
| **New Cards in Portal**   * Remove O365 & Email card * Adding Outlook and OneDrive cards   + You’ll be able to see your emails on the Outlook card and your documents on the OneDrive card | | | | | | | | | | Michelle | |
| **FLAC 9 Training**   * A little different look, same function * Training in June (Zoom sessions) | | | | | | | | | | Michelle | |
| **Programs of Study**   * Programs of study table was in the catalog (didn’t include it this year); but it’s not available on our website anymore * The way in which Ray put it together does not exist anymore; we need to develop a new way to keep it updated * Discuss table; functionally and need; system to put together so it’s current – Samantha, Brandon, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Elaine | | | | | | | | | | Angie | |
| **OSH Program Name Change in Banner**  cid:image003.png@01D82FAF.DC93DDD0   * Change it from OSH Safety&Hlth General to Occupational Safety & Health * What does it do to history and reporting? It’s ok in Lori’s area. It’s ok for IE. * Lori will make the change in Banner * Lindsay would like a group of courses with the subject code OSHA and a group with the subject code OSH – not recommended * Lori, Kurt, Lindsay will talk about this more | | | | | | | | | | Kurt | |
| **2021-2022 Curriculum Guide Review**   * Review process to start Fall 2021   + ~~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 1-25 - Sarah/Denise will resave guides on the T: drive~~   + February 28 – Samantha complete web updates   + March 1 – Guides posted on the web – effective for Fall 2022   + March 1 to April 1 – Advisor updates (Karen) | | | | | | | | | | All | |
| **STEM (Science-Technology-Engineering-Mathematics)**     * AS Liberal Studies with an emphasis in STEM and STEM Education * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 30.0601 (STEM); 13.1213 (STEM Education) * Major code (Lori) – 2410 (STEM); 1310 (STEM Education) * Banner/Degree Works (Lori) – Done * Advisor assignment/notification (Karen) – General advising * Programs of Study page (Samantha/Brian) * Web updates (Samantha/Brian) <https://bartonccc.edu/programs/stem> * Admissions application (Tana) – Done * Catalog updates (Brian/Angie) – Done | | | | | | | | | | Brian | |
| **Digital Communications and Content Strategy – DONE**     * AA Liberal Studies with an emphasis in Digital Communications and Content Strategy * A student can complete this AA and obtain external certifications * Effective date – Fall 2022 * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 09.0702 * Major code (Lori) – 0903 * Banner/Degree Works (Lori) – Done * Advisor assignment/notification (Karen) – Yuchen Boswell will be advising * Programs of Study page (Samantha/Brian) – Done * Web updates (Samantha) – Done * Admissions application (Tana) – Done | | | | | | | | | | Brian | |
| **CAM Update – Plumbing – DONE**   * Launched January 2022 * Myrna is seeking approval from Dept. of Ed for a 17-week option – approved | | | | | | | | | | Mary F. | |
| **CAM Update – Cyber Security**   * Application Submitted to KBOR 12/7/21, KBOR Denied, Resubmitted 1/5/22, KBOR Approved 1/6/22 * HLC/Dept of Ed (Myrna) – approved * Effective date – Fall 2022 * Campus location * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) | | | | | | | | | | Mary F. | |
| **Early Childhood Curriculum Changes**     * Remove CHLD 1550 * Effective date – Spring 2022 * Curriculum guide (Sarah) – Done * KHEDS (Sarah) – Done * HLC/Dept. of Ed (Myrna) – Done * Banner/Degree Works (Lori) – Done * Website (Samantha) | | | | | | | | | | Mary F. | |
| **Dance Instruction and Management**     * New credential and AA for dance instruction and management * Credential 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 * AA Liberal Studies with an emphasis in Dance Instruction and Management   + Effective date – Spring 2023   + Campus location   + Curriculum guides (Sarah)   + CIP code (Sarah) – 13.1324   + Major code (Lori) – 1311   + Banner/Degree Works (Lori)   + Advisor assignment/notification (Karen)   + Programs of Study page (Samantha/Brian)   + Web updates (Samantha)   + Admissions application (Tana) | | | | | | | | | | Brian | |
| **CAM Update – Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2022 (???) * Campus location – Great Bend * Curriculum guides (Sarah) * CIP code (Sarah) * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC (Myrna) – Timeframe???? – 4-6 months possibly | | | | | | | | | | Mary F. | |
| **Medical Laboratory Technology vs Medical Laboratory Technician**   * KBOR Findings * Moving to Medical Laboratory Technician – Elaine/Kathy/Chris will discuss more * Website/Program of Study * Curriculum Guides * KHEDS * Degree Works * Admissions App | | | | | | | | | | Chris Baker | |
| **Corrections Certificate/AAS Degree**   * Recommending to close the Corrections Program due to consistently low enrollment * Enrollment Services * KHEDS * Excel in CTE – Sarah will let Karly know of any changes * Advisement * BOL * Website * Admissions App – Done | | | | | | | | | | Chris Baker | |
| **Nursing Partnership with Pratt Community College**   * We have Kansas State Board approval, waiting for ACEN approval * Will need to have this location approved by HLC/Dept. of Ed | | | | | | | | | | Kathy/Myrna | |
| **Increased Communication/Information for International Students**   * Workgroup (Tana, Karen, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) * Student Services is submitting for a Coordinator via strategic planning | | | | | | | | | | Elaine | |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded**   * Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027)   + 7/15 = 48 (last year 64)   + 8/9 = 120 (last year 172)   + 9/8 = 162 (last year 197)   + 10/13 = 177 (last year 239)   + 11/10 = 205 (last year 284)   + 12/8 = 222 (last year 441)   + 1/12 = 442 (last year 569)   + 2/9 = 503 (last year 588)   + 3/9 = 519 (last year 608) * 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 * Shifting to three deadlines a year with Interactive Bulletin * Lori will start sending reminders | | | | | | | | | | Lori | |
| **General Education Project**   * 2020-2021 guides – done & posted * 2018-2019 guides remain posted through 2021-2022 * KBOR General Education Project   + Project is nearing a year of work   + Working to complete the baseline framework – likely going to be 37-40 credit hours   + After framework is complete, two small committees will be launched     - One committee will work on KBOR policy; Archer is drafting     - The other committee will work on student learning outcomes – it was stated faculty will be involved in this process   + Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer)   + It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more   + The Neosho representative asked about assessment methods.  Archer said the group has not discussed.  He further stated KBOR doesn’t really want to take ownership of assessment   + Archer said that they are “starting with general education.”  Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education   + Discussion on impacts with advising with reference to courses required and offered   + Grace was suggested for the starting timeframe due to when schedules are due | | | | | | | | | | Elaine, All | |
| **LICC Update**   * Prerequisites Changes   + MLTC 1500, MLTC 1501, MLTC 1502, MLTC 1504 * Credit Hour and Outcomes/Competencies Changes   + MLTR 1029 * Credit Hour and Prerequisite Changes   + ENGL 1195 * New Courses   + DANC 1037   + ENGL 1191   + GEOG 1823   + LANG 1934   + WELD 1348 | | | | | | | | | | Sarah | |
| **Web Site Update** | | | | | | | | | | Samantha | |
| **Barton Online Update/Amperage Update** | | | | | | | | | | Claudia/Erin/Brandon | |
| **Center for Innovation & Excellence Update** | | | | | | | | | | Claudia | |
| **Academic Development Center Update** | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update** | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update** | | | | | | | | | | Angie | |
| **Instruction Update** | | | | | | | | | | 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 | | | | | | | | | |  | |
| **Next meeting April 13, 2022** | | | | | | | | | |  | |

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

***Drive Student Success***

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

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.