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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/11/2022 |
| 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 |
| o | Krystall Barnes | | x | Lindsay Holmes | x | Abby Kujath | | | x | | Myrna Perkins |
| x | Matt Connell | | x | Brian Howe | x | Karly Little | | | o | | Samantha Stueder |
| x | Tana Cooper | | o | 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 | | o | Michelle Kaiser | x | Denise Schreiber | | | x | | Brandon Steinert |
| o | Sasha Bingaman | | o | Carol Murphy | o | Dee Ann Smith | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Mainstay Campaign** – working on summer campaigns; doing prompts and early alerts before sessions start * **Transition to ArmyIgnited** – working on paying invoices; holding on degree uploads * **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>) – Done * **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, 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       * 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? * **Pre-Professional Healthcare**   + AS Liberal Studies with an emphasis in pre-professional   + Template: one with multiple emphasis   + Workgroup meeting to discuss: Lori, Brian, Karen, Mary D., Maggie Harris, Denise and Sarah   + Effective date – Fall 2022   + Campus location – FR/FL/Online/Barton County(GB)   + 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 D. needs to work with Maggie Harris) – Done   + Degree Works – Done   + Curriculum guides – Done   + Website – Done   + Advisement – Done   + Internal promotion   + External promotion   + Note: for the Promise Act pre-professional is eligible, but the emphasis areas are not * **Student Evaluations**   + Committee continues to meet   + Working towards a solution that will not impede coursework and provide students an opt in option   + Small group is working on a sandbox sample to demo changes   + The group is also discussing ownership of student evaluations, some additional question changes and device capability   + Survey management across the college was also discussed   + Will discuss in President’s Cabinet * **FLAC 9 Training**   + A little different look, same function   + Training in June (Zoom sessions) * **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; 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   + First meeting May 16 | | | | | | | | | | Erin  Abby  Elaine  Laura/Michelle  Karen, Mary, Judy, Angie, Brian, Kathy and Lori  Janet/Matt/IE  Michelle  Angie/Myrna/Elaine | |
| **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 | | | | | | | | | | Tana | |
| **Case New Holland (CNH) Executive Summary**     * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) * CIP code (Sarah) – 01.0205 * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * Internal promotion (Mary) * External promotion (Brandon) * HLC/Dept of Ed (Myrna) | | | | | | | | | | Mary F. | |
| **OSH Program Name Change**  cid:image003.png@01D82FAF.DC93DDD0   * Change the program name in Banner from OSH Safety&Hlth General to Occupational Safety & Health – Lori made the change * Want to change the OSHA subject code to either SFTY or OCSH   + Sarah will check with KBOR – on hold   + Elaine, Kurt and VP Dean discussing | | | | | | | | | | Kurt | |
| **Expand FR/FL/GVP CP (College Program) Enrollment**   * To expand enrollment want to offer classes to those students living outside the traveling distance to/from the FR/FL/GVP campus * Need to establish a process for loaning books * Will discuss at Dean’s Council | | | | | | | | | | Kurt | |
| **CAM Update – Cyber Security (Networking Security Specialist)**   * KBOR – Working out approval details * HLC/Dept of Ed (Myrna) – Approved * Effective date – Fall 2022 * Campus location – GVP/FR/FL/Online/Barton County(GB) * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 11.0901 * Major code (Lori) – 5150 * Banner/Degree Works (Lori) – Done * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * Internal promotion (Mary) * External promotion (Brandon) | | | | | | | | | | 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 – Barton County(GB)   + 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)   + Internal promotion (Brian)   + External promotion (Brandon) | | | | | | | | | | Brian | |
| **CAM Update – Welding**     * Expanding welding program into 3 exit points * Effective date – Spring 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) * CIP code (Sarah) – 48.0508 * Major code (Lori) * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) – Wade will advise * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC (Myrna) – working on * Internal promotion (Mary) * External promotion (Brandon) | | | | | | | | | | Mary F. | |
| **Medical Laboratory Technology vs Medical Laboratory Technician**   * Moving to Medical Laboratory Technician – Elaine/Kathy/Chris will discuss more * Website/Program of Study * Curriculum Guides * KHEDS * Degree Works * Admissions App * We are not changing the name – keeping it at Medical Laboratory Technology | | | | | | | | | | Chris Baker | |
| **Corrections Certificate/AAS Degree**   * Recommending to close the Corrections Program due to consistently low enrollment * Enrollment Services – In process * KHEDS * Excel in CTE – Sarah will let Karly know of any changes * Advisement – Done * BOL – Done * Website – Done * Admissions App – Done | | | | | | | | | | Chris Baker | |
| **Nursing Partnership with Pratt Community College (ADN)**   * ACEN Approved; KSBN Approved; Site Visit Completed, State Board Meeting, ACEN Decisions * HLC/Department of Education Location Approve * PCC wants Barton to offer the PN program as well (Fall 2023) | | | | | | | | | | 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 submitted 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)   + 4/13 = 546 (last year 700)   + 5/11 = 581 (last year 758) * 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 | | | | | | | | | | 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**   * Prerequisite updates: MLTC 1505, 1506, 1508, 1509, 1513, 1520 * Outcomes and competency updates: DIET 1630, 1631, 1632, 1633, 1634, 1635 | | | | | | | | | | Sarah | |
| **Web Site Update**   * Working on tweaks to improve usability | | | | | | | | | | Samantha | |
| **Barton Online Update/Amperage Update**   * Shoring up the automated communications | | | | | | | | | | Claudia/Erin/Brandon | |
| **Center for Innovation & Excellence Update**   * Cougar Tales planning done * Instructional rubric – provided feedback to faculty council; waiting on approval from faculty council; then will push out a pilot * Lee presented workshops on leadership * BOL orientation was pushed out for this summer * Preparing for all faculty meeting in August | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Working with Sasha on the Cougar Keeper for next school year | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Meeting on Performance Agreement * Argos training complete | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed      * Working on approval for the Welding degree | | | | | | | | | | Myrna | |
| **Student Services Update**   * There are some concerns with application and enrollment process with the audit; 97% of applications started were completed within 3 days | | | | | | | | | | Angie | |
| **Instruction Update**   * Assessment Institute and Leadership Institute graduations held * Instructional folks meet with the print shop and promotions to gain understanding and form better partnerships * Working on apprenticeships | | | | | | | | | | 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 June 8, 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.