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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/8/2022 |
| 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 | Mary Doyle | x | Kathy Kottas | x | Todd Mobray |
| o | Chris Baker | o | Erin Eggers | x | Karen Kratzer | x | Jose Palacios |
| x | Janet Balk | o | Mary Foley | x | Abby Kujath | o | Myrna Perkins |
| x | Krystall Barnes | x | Lindsay Holmes  | x | Karly Little | o | Samantha Stueder |
| x | Megan Chambers | x | Brian Howe | x | Angie Maddy | x | Laura Stutzman |
| x | Matt Connell | x | Judy Jacobs | x | Claudia Mather | x | Kurt Teal |
| x | Tana Cooper | x | Erika Jenkins-Moss | x | Wendy Miller |  |  |
| x | Lori Crowther | o | Stephanie Joiner | x | Jeff Mills |  |  |
| Ex-Officio members |
| o | Nicole Berger | o | Michelle Kaiser | x | Denise Schreiber | o | Brandon Steinert |
| o | Sasha Bingaman | x | Carol Murphy | o | Dee Ann Smith |  |  |
| Guests |
| x | Ronnie Dean | x | Amy Oelke | x | Deanna Heier |  |  |
| Topics/Notes | Reporter |
| Check-Up Time! | All |
| Follow-Up Items:* **Mainstay Campaign** – We continue to push our weekly campaigns/texts, as well as the login reminders for the start of each session. We are working to create campaigns to push for fall enrollment.
* **Transition to ArmyIgnited** – September 30 they are launching ArmyIgnited 2.0
* **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	+ Ongoing issue with student personal information (address, email, phone number) being outdated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 – DONE**
	+ 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 – (Multiple) Done
	+ Internal promotion – Done
	+ External promotion – Done
	+ Promise Act – no longer eligible (no 2+2 agreements)
* **Student Evaluations – DONE**
	+ Committee met 6/7/22
	+ 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; July President’s Cabinet topic
* **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
	+ Group met in May; Samantha shared several updates that lean towards supporting the availability of the table.
* **Expand FR/FL/GVP CP (College Program) Enrollment**
	+ Expand enrollment to students living outside the traveling distance to/from the FR/FL/GVP campus
	+ Need to establish a process for loaning books; Kurt will visit with Darren
 | ErinAbbyLaura/MichelleKaren, Mary, Judy, Angie, Brian, Kathy and LoriJanet/Matt/IEMichelleAngie/Myrna/ElaineKurt |
| **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
* 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 |
| **Student Success Academy Team Presentation***The Student Success Academy Team has completed its three-year exploration of student success at Barton – how it is defined, how it is measured, and how it is supported. The result of the three-year study is the completion of a Barton-specific Student Success Plan, including four recommendations for implementation. Please join the Student Success Academy Team to learn more about our process, results, and recommendations.** New Institutional Team will be formed – Student Success Alliance – first meeting Sept. 1
 | Angie/Stephanie/Matt/Lindsay/Deanna |
| **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 found at….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.A form will be developed and will rout to the VP’s Office; representatives will route to the applicable Dean.* Not a procedure but a guideline
* Further discussion topics
	+ Student’s that stay around too long (for example, we’ve had one student for 13 years) (Tana)
	+ Need more discussion about self-enrollment (Karen)
	+ Feature that could notify advisors when there’s a change in enrollment (Wendy)
 | Elaine |
| **Academic Year Credit Hours*** Barton Online is down 1.5% for the spring semester and down 12.24% for the year (summer/fall/spring)
* Riley is down 18.4% for the spring semester and down 11.65% for the year
* Leavenworth is down 7.7% for the spring semester and down 1.43% for the year
* Grandview is down 8.7% for the spring semester, but up 12.38% for the year (very low numbers)
* Troop School is up 0.2% for the spring semester, but down 12.26% for the year.
* Barton Campus/Outreach is down 9.5% for the spring semester and down 3.05% for the year
* Total credit hours are down 7.3% for the spring semester and down 10.79% for the year
* In-State credit hours are down 10.26% for the spring semester and down 11.96% for the year
* Out-of-State credit hours are down 0.04% for the spring semester and down 8.24% for the year
 | Elaine |
| **Case New Holland (CNH) Executive Summary*** Will be presented at the BoT Study Session 6/14 & the Board meeting 6/30
* 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)
* Barton was awarded $1.8 million from the state (we must match it) to create a “working farm” (new facility for CDL testing, storage for trucks and trailers, new CNH program, classrooms, lab space, corals/pens, etc.)
 | Mary F. |
| **CAM Update – Cyber Security (Networking Security Specialist)*** KBOR – Done
* 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) – Cristi Gale
* Programs of Study page (Samantha/Mary)
* Web updates (Samantha)
* Admissions application (Tana) – Done
* Internal promotion (Mary)
* External promotion (Brandon)
* Next-tech scholarship (Mary)
 | 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)
* Programs of Study page (Samantha/Mary)
* Web updates (Samantha)
* Admissions application (Tana)
* HLC (Myrna) – working on
* Internal promotion (Mary)
* External promotion (Brandon)
 | Mary F. |
| **Corrections Certificate/AAS Degree – DONE** * Recommending to close the Corrections Program due to consistently low enrollment
* Enrollment Services – Done
* KHEDS – Done
* 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 Pending Approval; KSBN Pending Approval; Site Visit Completed
* HLC/Department of Education Location Approve
* PCC wants Barton to offer the PN program as well (Fall 2023) – plan to have this approved by KSBN by December (no ACEN approval needed)
* Pratt location must be approved by Homeland Security (Tana)
 | 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)
	+ 6/8 = 907 (last year 1027)
* 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

 | Elaine, All |
| **LICC Update** * Credit Hour Change: OSHA 1914, OSHA 1926, OSHA 1970, OSHA 1971, MLTR 1020
* Outcomes & Competencies Change: HZMT 1905, SOCI 1129, SOCI 1138, MLTR 1020, ENGL 1206; ENGL 1209
* Prerequisite Change: ENGL 1209
 | Sarah |
| **Web Site Update** * Programs of Study table
 | 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*** Pilot this fall for a new course rubric – needing 20 faculty volunteers
* New Business & Industry Workgroup formed
* Corrections will begin using Blackboard at Larned and Ellsworth for online education – will be looking for instructors interested in this
 | 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 July 13, 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.