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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 8/10/2022 |
| Time | 1:30 – 3:00 pm |
| 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 |
| x | Janet Balk | | x | Lindsay Holmes | x | Karly Little | | | o | | Myrna Perkins |
| x | Krystall Barnes | | x | Brian Howe | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Megan Chambers | | o | Judy Jacobs | x | Claudia Mather | | | x | | Laura Stutzman |
| x | Matt Connell | | o | Erika Jenkins-Moss | x | Wendy Miller | | | x | | Kurt Teal |
| x | Tana Cooper | | x | Stephanie Joiner | o | Jeff Mills | | |  | |  |
| x | Lori Crowther | | x | Kathy Kottas | x | Todd Mobray | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Michelle Kaiser | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Check-Up Time! | | | | | | | | | | All | |
| Follow-Up Items:   * **Transition to ArmyIgnited** – 1.0 going away as of August 27 – 2.0 live in October * **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Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?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       * 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 (Michelle) * **FLAC 9 Training**   + A little different look, same function   + Training in Zoom sessions   + Brooke Cook will review the changes and update the FLAC group   + There will be some new FLAC users that will need training (there are training videos available)   + Draft training document review – Renetta Furrow, Angel Morgan, Lindsay Holmes, Brian, Kurt and Kathy will review document prior to rolling out * **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 – update: haven’t worked on anything with web vendor since May; ready to work on it now * **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 (Wendy) – available report (Lori)? * **Student Success Alliance** – going to faculty council with the presentation; presentation at the forts this fall | | | | | | | | | | Abby  Laura/Michelle  Michelle  Angie/Myrna/Elaine  Elaine  Angie | |
| **PTP Charter Review**     * Have review done by the end of the day Friday | | | | | | | | | | Elaine | |
| **New Team Member in IE**   * Angel Morgan has joined IE as the Institutional Effectiveness Coordinator | | | | | | | | | | Todd/Angel | |
| **Curriculum Guides**   * 2018-2020 guides should be removed (Samantha) * Remove the 2020-2022 language * Fall ’22 reviews will yield guides without the academic year title * Short term workgroup: Brian Howe, Kathy Kottas, Mary Foley, Stephanie Joiner, Megan Chambers, Wendy Miller, Michelle Rutherford and someone from enrollment services   + Purpose: discuss future guides to potentially include semester guides, guides for full-time and part-time students, legends, etc. | | | | | | | | | | 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**     * KBOR paperwork due September 16 * 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) * Internal promotion (Mary) * External promotion (Communications) * HLC/Dept of Ed (Myrna) | | | | | | | | | | Mary | |
| **CAM Update – Networking Security Specialist (Cyber Security)**   * 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) [Network Security Specialist, would you like a career in Cyber Security] – Done * Next-tech scholarship (Mary) * Change of Major form (Advisement) | | | | | | | | | | Mary | |
| **Dance Instruction and Management**   * New 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 certificate?   + 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) – 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)   + Web updates (Samantha)   + Admissions application (Tana)   + Internal promotion (Brian)   + External promotion (Communications) | | | | | | | | | | 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) – 4802 * Banner/Degree Works (Lori) * Advisor assignment/notification (Karen) * Programs of Study page (Samantha/Mary) * Web updates (Samantha) * Admissions application (Tana) * HLC (Myrna) – working on, has been routed to Cathie O * Internal promotion (Mary) * External promotion (Communications) | | | | | | | | | | Mary | |
| **Pratt Nursing – PN Program**   * 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) | | | | | | | | | | 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) – possible difference due to the change with OSH and Barton being short-staffed in support staff * 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**   * KBOR General Education Project * Final Documentation Received; implementation fall 2024 * Dean Howe will submit comments/recommendations to Dean’s Council, LICC and PTP | | | | | | | | | | Elaine/Brian | |
| **LICC Update**   * EMTS 1540, 1541, 1542, 1543 – changes to the course title, course description, prerequisites and outcomes/competencies | | | | | | | | | | Sarah | |
| **Web Site Update**   * Common content project delayed until mid-October | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Spring 2023 schedule is done and sessions 1, 2, 3 are open for enrollment | | | | | | | | | | Claudia/Erin | |
| **Center for Innovation & Excellence Update**   * Cougar Tales going this week – great participation | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Cougar Conversations are scheduled for this academic year * Cougar Keepers are out | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Making updates due to Cathie’s assurance argument work | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * Diversity spotlights Barton puzzle – receiving great responses | | | | | | | | | | Angie | |
| **Instruction Update**   * Performance Agreement is changing – will be going to a project based approach beginning with a developmental ed project * Vendor/software review and inventory meeting – once a month the VPs + Michelle will meet to discuss technology | | | | | | | | | | Elaine | |
| **Next meeting September 14, 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.