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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 1/11/2023 |
| 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 | Chris Baker | | x | Mary Foley | x | Abby Kujath | | | x | | Jose Palacios |
| x | Janet Balk | | x | 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 | | |  | |  |
| x | Erin Eggers | | x | Karen Kratzer | x | Angel Morgan | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Ronnie Dean | x | Denise Schreiber | | |  | |  |
| o | Sasha Bingaman | | o | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| Follow-Up Items:   * **Student Maximum Course Enrollment Guidelines** – we’ve used this new procedure already – 4 students so far * **Transition to ArmyIgnited 2.0** – caught up on invoicing – 60+ soldiers with TA requests to process yet * **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Information in Banner**   + Ongoing issue with student personal information (address, email, phone number) being outdated   + Discussion items:     - Can Banner or other products prompt students to verify/update personal information on a semester basis?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 this pop up every time a student enrolls?     - API (form that pops up for the acknowledgement) – Amy Oelke and Robbie Wilcox are working on this and hopefully it will be done by next meeting * **FLAC 9 Training**   + Training occurred; an annual gathering will commence beginning July, 2023 * **Programs of Study**   + 2023 Project   + The goal is an automated table that serves both internal and external needs, maintains program currency, aligns with HLC compliance requirements and also ensures alignment with promotion, records and reporting.   + New feature – industry credentials linked to applicable programs of study   + Original Workgroup: Samantha, ~~Brandon~~, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Maggie (new), Kurt and Elaine   + Samantha has briefed Renee, Amy and Zac on what we’re hoping to accomplish so the vendor can get access to what he needs to Banner.   + Samantha and Connie are looking at how the table will be formatted as well as what kinds of filters we’ll want in addition to the ones currently on the Programs and Areas of Interest webpage (formerly Degrees and Programs).   + Chats with Myrna occurred in October about language we can use to help mitigate our marketing efforts versus what HLC expects from us. Labels and filters on the programs table.   + **Goal – clear definitions of outcomes** * **Change of Major Form**   + 2023 Project   + 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 | | | | | | | | | | Elaine  Abby  Lori/Laura/Ronnie  Elaine  Samantha/Elaine  Karen | |
| **International Student Process/Position**   * Stephanie would like the group to get back together to discuss any updates * Elaine and Angie will discuss this | | | | | | | | | | Stephanie/Angie | |
| **Enroll Now Webpage – Done**   * Multiple “Enroll Now” pages currently exist on the website * Goal – consolidate into one page * Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin, Angie * Samantha has a webpage that is unpublished (not viewable to anyone not logged in as web editor) that has *all* of the content we have on *all* of the Enroll pages * Team will review and give Samantha feedback * <https://bartonccc.edu/enroll> | | | | | | | | | | Tana/Samantha | |
| **Data Dictionary**  <http://docs.bartonccc.edu/research/internaldata/Data%20Dictionary.pdf>   * 2023 Project * Theme: Promoting, Recording & Reporting * Lead: Institutional Effectiveness * Student Success Alliance is focused on language regarding student success – begun work   + Would like definitions of Banner fields * Located all the copies and reviewing now for duplicates or errors | | | | | | | | | | Todd | |
| **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 | | | | | | | | | |  | |
| **Curriculum Guides – Moving Forward**   * 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 – proposed deadline of 7/1/2024 * Elaine is communicating with Dr. Archer (KBOR) – Information & Timeline Forthcoming (12/6/2022); Elaine forwarded an additional email 1/10/23 asking for more information. | | | | | | | | | |  | |
| **Military Programs Executive Summary**    **Military Logistics Certificate**    **Military Leadership Certificate**    **Military Dangerous Material Handling Certificate**    **Military Studies – Associate of General Studies**    **Applied Technologies – Associate of Applied Science**     * These are effective for Fall 2023 * Lori and Terri are going to discuss further to get Degree Works updated – done * Myrna wants HLC to look at these – once approved Myrna will send to HLC * Let Myrna know if you want the certificates and AAS to be eligible for federal aid * Sarah will update KHEDS and the curriculum guides * LICC needs an FYI with the executive summary – 1/11/2023 | | | | | | | | | | Terri Mebane | |
| **Scales Technician at GVP**   * Consider offering scales in the fall at GB and in the spring at GVP * Waiting on out district approval from KBOR to offer at GVP – approved * Promotions are running * Schedule is updated – January 23rd start * Meets financial aid requirements | | | | | | | | | | Kurt/Kathy/Mary | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech)**     * KBOR approved * Reached 30% of fundraising goal * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * 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 has forms to complete | | | | | | | | | | Mary | |
| **Dance Instruction and Management – Done**   * New certificate and AA   + Certificate is not a KBOR recognized certificate for AA degrees; 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 will appear on transcripts stating the student completed the emphasis requirements     - Student will receive a paper certificate   + The term “credential” will be used for promotions; “certificate” will be used internally   + AA Liberal Studies with an emphasis in Dance Instruction and Management     - Effective date – Fall 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) – Done     - Change of Major form (Advisement) – Karen will update     - Internal promotion (Brian)     - External promotion (Communications) | | | | | | | | | | Brian | |
| **Welding**     * Expanding welding program into 3 exit points * Effective date – Fall 2023 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * 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/Dept of Ed (Myrna) – will go to the committee January 9-10 – Myrna is expecting to hear from them soon * 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 * Grant award to support hiring faculty * This is sitting with Dr. Heilman and Pratt’s President now | | | | | | | | | | 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)   + 11/9 = 223 (last year 287)   + 12/6 = 237 (last year 329)   + 1/11 = 377 (last year 562) * 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 * Spring 2023 and Summer 2023 available * Working on 2023-2024 * Shifting to three deadlines a year with Interactive Bulletin | | | | | | | | | | Lori | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * Workgroup to address course identification * Proposed Timeline   + August 1-September 30, 2023 – Teams review guides   + October 1, 2023 – Guides due to Sarah/Denise   + October 1-31, 2023 – Sarah/Denise review guides   + November 1, 2023 – Guides sent to Lori   + November 1, 2023 to January 31, 2024 – Lori updates Degree Works   + February 1-14, 2024 - Sarah/Denise will resave guides on the T: drive   + February 15-28, 2024 – Samantha complete web updates   + February 1 to April 1, 2024 – Advisor training   + March 1, 2024 – Guides posted on the web – effective for Fall 2024 * Do the classes have to be KCOG classes? – No * Will we need to designate these courses on our transcript if they are transferred from another school? – General education package needs to be designated * Webinars; November 21 and January 20 * Brian will bring up at LICC 1/11/23 to establish a workgroup   + Lori, Erika, Megan, Jose, Sarah, Mary Doyle, and some others from LICC | | | | | | | | | | Elaine/Brian | |
| **LICC Update – n/a** | | | | | | | | | | Sarah | |
| **Web Site Update**   * Common content project is almost done * Next will start on programs of study project | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Gearing up for classes to start | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Cougar Tales was a success * Yuja training coming up * New training on the PD web page <https://internal.bartonccc.edu/prof-dev> | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Starting STEM Fridays * Compiling data for usage over the past semester * Taking information from the handbook and putting it in the Cougar Keeper with QR codes * Cougar Conversations started January 9 * Focus for spring semester is documenting and reporting academic coaching | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Data request form | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update**   * New administrative assistant – Nicole Lofland * New advisor – Laurie Murray * Food pantry has provided two shipments to FL/FR/GVP * Issued 124 digital diplomas   + 89 students have claimed their digital credential   + 47 students shared it on social media | | | | | | | | | | Angie | |
| **Instruction Update**   * We received approval to add programing to the correctional facilities   + Larned: carpentry, AS business, AS computer science   + Ellsworth: plumbing, AS business, AS computer science * Enrollment reports – every Monday Elaine gets 3 reports – there seems to be issues with them being accurate   + One issue is we can’t look backwards in Banner | | | | | | | | | | Elaine | |
| **Next meeting February 8, 2023** | | | | | | | | | |  | |