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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/20/2023 |
| 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 | | Angel Morgan |
| x | Janet Balk | | x | Lindsay Holmes | x | Karly Little | | | x | | Jose Palacios |
| x | Megan Chambers | | x | Brian Howe | o | Angie Maddy | | | x | | Myrna Perkins |
| x | Tana Cooper | | x | Judy Jacobs | x | Claudia Mather | | | x | | Samantha Stueder |
| x | Lori Crowther | | x | Erika Jenkins-Moss | x | Wendy Miller | | | x | | Laura Stutzman |
| x | Mary Doyle | | x | Stephanie Joiner | x | Jeff Mills | | | x | | Kurt Teal |
| x | Erin Eggers | | x | Kathy Kottas | x | Todd Mobray | | |  | |  |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Ronnie Dean | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | Reporter | |
| **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, 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). * Web vendor working with IT to get access to Banner fields to streamline flow of information * Ongoing chats with Myrna and Elaine. * Need to identify campus locations for all programs – Dean’s Council addressing * Elaine is working with Dean’s Kottas and Teal on their areas industry credential information to be included on the page | | | | | | | | | | Samantha/Elaine | |
| **OER Low-Cost Degree**  Discussion Item from Lee Miller:  *I was able to talk with Kristan Connell this morning for the Low-Cost Degree and one point that she noted was figuring a way to notate or notify the advisor as to which degree pathway the student is following. Ex. – an AS liberal studies or a Low-Cost AS liberal studies. This does not eliminate course options, but students will be provided specific information as to which classes would fall into the Low-Cost degree option. Kristan suggested the options of a new major code as that would notate it specifically for advisors where it was easy to see, but Lori did not like the option of adding major codes and mentioned this needed to go to PTP for discussion and next steps. In many ways we are working on trying to build the infrastructure to support the roll out of the new Low-Cost degrees so that it is easy for both the advisor and the students.*   * Liberal Studies Degrees: AA, AS, AGS * Lori will look at scheduling so it’s more easily identifiable * Workgroup: Lee, Kristen, Lori, Erika * As of 6/20/23 no update | | | | | | | | | | Elaine/Lee | |
| **Pre-Professional Healthcare Verbiage – Done**  <https://bartonccc.edu/programs/preprofessional>   * Need language at the beginning of the page that states those degrees do not contain actual clinical courses and will not result in a credential – it’s currently in each section but it needs to be more prominent * Kathy will work with Samantha to get this page updated – add a statement to the Health Care paragraph | | | | | | | | | | Wendy/Kathy/Brian | |
| **Portal Card Managers**  BOOKSTORE – Cecelia Nicolette, Erin Eggers  CANVAS COURSE ACCESS – The Center  CLASS SCHEDULE – Enrollment Services CLASSES – Lori Crowther Enrollment Services DEGREE PROGRESS – Enrollment Services DEGREEWORKS – Enrollment Services POPULAR STUDENT LINKS – Enrollment Services  SELF-SERVICE/PAWS FACULTY – Enrollment Services SELF-SERVICE/PAWS STUDENTS – Enrollment Services  COURSE SYLLABUS – Instruction  FINANCIAL AID – Financial Aid office  FORMER EMPLOYEES – Human Resources PAWS/EMPLOYEES – Human Resources SELF-SERVICE/PAWS/EMPLOYEES - Human Resources STUDENT EMPLOYEE PAY STUBS – Human Resources TCP/STUDENTS – Human Resources  HOUSING & RESIDENCE LIFE – Housing HOUSING ASSIGNMENTS – Housing  LIBRARY – Library  POPULAR EMPLOYEE LINKS – Various departments (CampusLogic-Financial Aid, TCP for Managers-Human Resources, 25Live-Mark Dean, Maxient-Stephanie Joiner, Cheryl Brown, Human Resources)  STUDENT FINANCIAL CENTER – Business Office  BANNER/NON PROD – Information Services BANNER/PRODUCTION - Information Services CANVAS ADMIN LOGIN – Information Services COUGAR ALERT SYSTEM (RAVE) – Information Services CRM ADVANCE – Information Services (currently) DEGREEWORKS ADMIN – Information Services M365 & EMAIL – Information Services MFA OKTA SECURITY – Information Services | | | | | | | | | | Elaine/Ronnie | |
| **Medical Assistant Certificate**     * Adding MDAS 1683 Cardio Pulmonary Resuscitation to the certificate; already on the AAS * No approvals needed for Myrna * Add to the next LICC agenda as an FYI | | | | | | | | | | Chris | |
| **Data Dictionary**   * 2023 Project * Theme: Promoting, Recording & Reporting * Lead: Institutional Effectiveness * New link: <https://app.powerbi.com/links/yIqi50uYKE?ctid=4f70318f-3996-418c-a1ca-e9b3ab96f814&pbi_source=linkShare&bookmarkGuid=9434c364-b741-40fb-b8c6-9874a6e359c1>   + Didn’t delete anything   + Added columns so it can be sorted and filtered   + Reviewed every definition and found the source for each   + Student Success Alliance is focused on language regarding student success – begun work   + Need to determine our definition for the Data Dictionary   + Elaine’s Thoughts:     - SSA (half-way done; hope to be done by June 1)     - Once SSA is done have another group do a another look in July or August     - Another work group (Lori, Angie, Myrna and Sarah) are working on definitions | | | | | | | | | | Todd | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * Workgroup to address course identification   + Brian Howe, Sarah Riegel, Lori Crowther, Erika Jenkins-Moss, Megan Chambers, Jose Palacios, Claudia Mather, Lee Miller, and Mary Doyle   + Need to determine if there are any AA or AS degree that needs to deviate from the gen ed buckets due to program requirements   + Need to determine if that are any AA or AS degrees that have a specific gen ed course to complete a particular emphasis and we do not want to waive that requirement   + Gen Ed Spreadsheet – courses slotted into buckets: review and send Brian feedback – Done      * + April 1st Report Submitted Early      * + June 1st Report Submitted to KBOR | | | | | | | | | | Elaine/Brian | |
| **Curriculum Guides Moving…**   * 2024-2025 Academic Degree Maps * Workgroup: Elaine Simmons, Brian Howe, Kathy Kottas, Stephanie Joiner, Wendy Miller, Megan Chambers, Mary Doyle, Shanda Mull, Samantha Stueder, Lindsay Holmes, Sarah Riegel, Denise Schreiber, Vic Martin, Latoya Hill, Cathy Smith, Mary Foley, Chris Baker, Kurt Teal, Roni Wertz * Meetings began March 27th – monthly through the end of the year * **Workgroup has identified a template. Discussions will continue with final decisions scheduled to occur June 26th.** * Proposed Timeline   + March-~~May~~ June – Research KBOR Guidelines; Develop Barton’s Template   + July – Develop training videos   + August 1-September 30, 2023 – Teams review 2023-2024 curriculum guides and transition to academic degree map template   + October 1, 2023 – degree maps due to Sarah/Denise   + October 1-31, 2023 – Sarah/Denise review degree maps   + November 1, 2023 – degree maps sent to Lori   + November 1, 2023 to January 31, 2024 – Lori updates Degree Works   + February 1-14, 2024 – Sarah/Denise will resave degree maps on the T: drive   + February 15-28, 2024 – Samantha complete web updates; required centralized web location in addition individual program/discipline web pages   + February 1 to April 1, 2024 – Advisor training on degree maps   + March 1, 2024 – degree maps posted on the web   + April 10, 2024 – Fall 2024 Enrollment Begins * Discussion items:   + Group would like some overall, general training on the new degree maps   + Need to determine how we will phase out the old guides: how they are displayed on the web, language, etc.   + Have one webpage with all the links to the old guides   + Have a link to new maps and old guides at the top of the programs of study page | | | | | | | | | |  | |
| **Scales Technician at GVP/Junction City**   * Fall 2023 * Received KBOR Out-District approval * Promotional Campaign * Meets financial aid requirements * Transition Center Opportunity – meeting June 22 * Mary has reached out to area school districts, scale companies, chambers, eco develop | | | | | | | | | | Kurt/Kathy/Mary | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech)**     * KBOR approved * 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) – Done * HLC/Dept of Ed (Myrna) – Approved * Advisor assignment/notification (Mary D.) – Mary Foley is advising * Programs of Study page (Samantha/Mary) – Done * Admissions application (Tana) – Done * Change of Major form (Mary D.) – Done * Internal promotion (Mary) * External promotion (Maggie) | | | | | | | | | | Mary | |
| **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) – Done * HLC/Dept of Ed (Myrna) – Approved * Advisor assignment/notification (Mary D.) – Jacob Streit is advising * Programs of Study page (Samantha/Mary) * Admissions application (Tana) – Done * Change of Major form (Mary D.) * Internal promotion (Mary) * External promotion (Maggie) | | | | | | | | | | Mary | |
| **Music Accompaniment AA and Certificate**     * Effective date – Spring 2024/Fall 2024 * Campus location – Barton County(GB) * Curriculum guides (Sarah) – Done * CIP code (Sarah) – 50.0907 * Major code (Lori) – 5009 * Banner/Degree Works (Lori) – Done * HLC/Dept of Ed (Myrna) – n/a * Advisor assignment/notification (Mary D.) – general advising for now; Alejandro Avila will be trained * Programs of Study page (Samantha/Brian) * Admissions application (Tana) * Change of Major form (Mary D.) * Internal promotion (Brian) * External promotion (Maggie) | | | | | | | | | | Brian | |
| **Pratt Nursing – PN Program**   * PCC wants Barton to offer the PN program as well (Fall 2023) * KSBN approved * Grant award to support hiring faculty * Partner meeting with Pratt March 9; Signed MOU * Faculty Search still ongoing * Working on a joint partnership with hospitals so they could work as nurse at the hospital and teach for us a couple days a week (Pratt Regional Medical Center) | | | | | | | | | | 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)   + 2/8 = 476 (last year 581)   + 3/20 = 514 (last year 593)   + 4/12 = 530 (last year 635)   + 5/18 = 679 (last year 1022)   + 6/20 = 995 (last year 1022) * Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) * Completer discussion | | | | | | | | | | Jeff/Jose | |
| **Bulletin of Classes Swim Lane Deadlines**   * Still available on the T drive * Shifting to three deadlines a year with Interactive Bulletin * 2024-2025 available | | | | | | | | | | Lori | |
| **LICC Update**   * New course: DANC 1110 * Course title changes: OSHA 1007, OSHA 1926 | | | | | | | | | | Sarah | |
| **Web Site Update – no updates** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Summer 2023 is looking good | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Two outside speakers for Cougar Tales (customer service and mental health topics) * Lee and Claudia are doing a workshop for solving for student issues | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Nolan is working on Canvas shells | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Partnership List: <https://bartonccc.edu/planning/kpi-metrics-dashboard/partnerships> * Survey Load Calendar finalized: <https://docs.bartonccc.edu/research/pics/Internal/SurveyLoadCalendar.pdf> * Committee List Updates (in progress) * Noel Levitz results are in a Power BI report – let Todd know if you want access | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed | | | | | | | | | | Myrna | |
| **Student Services Update – no update** | | | | | | | | | | Angie | |
| **Instruction Update**   * Kathy and Brian are working on filling their open positions * Dean’s Council is holding their annual retreat this week | | | | | | | | | | Elaine | |
| **Next meeting July 12, 2023** | | | | | | | | | |  | |