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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 9/13/2023 |
| 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 | Chris Baker | | o | Erin Eggers | x | Kathy Kottas | | | x | | Todd Mobray |
| x | Janet Balk | | x | Mary Foley | x | Abby Kujath | | | x | | Angel Morgan |
| x | Jennifer Bernatis | | x | Lindsay Holmes | x | Karly Little | | | x | | Jose Palacios |
| x | Megan Chambers | | x | Brian Howe | o | Angie Maddy | | | x | | Myrna Perkins |
| o | 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 |
| Ex-Officio members | | | | | | | | | | | |
| o | Nicole Berger | | x | Maggie Harris | o | Dee Ann Smith | | |  | |  |
| o | Sasha Bingaman | | x | Denise Schreiber |  |  | | |  | |  |
| 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 * Workgroup: Samantha, Angie, Myrna, Todd, Jose, Lori, Mary, Sarah, Kathy, Maggie, 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 * Updated campus locations were sent to Samantha on June 27th * Elaine is working with Dean’s Kottas and Teal on their areas industry credential information to be included on the page * We need to annually look at the campus location table * Maggie/Samantha Update – email – stand still on their end; needs to be some configuring of the data; once that is done it will be ready; hopeful by the end of the year * Power BI Report (Mark Dean) – this can be part of the conversation * Samantha will work with Lori and IT on this | | | | | | | | | | 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, Kristan, Lori, Erika – won’t code degrees in Banner as OER; on the promotional and advisement side we will have an OER template | | | | | | | | | | Elaine/Lee | |
| **Journalism Emphasis**   * Remove from website (Samantha) – Done * Remove from application (Tana) – Done * Remove from Degree Works (Lori) – Working on * Remove from ArmyIgnitED (Megan) – Done * Add narrative to Digital page to note journalism (Brian) – Done * Remove from Viewbook and recruitment (Maggie) – Done | | | | | | | | | | Brian | |
| **Inventory College Processes Project**   * Brainstorming session, start a list of processes that go across the institution   + Creating a new program/degree   + Requisitions   + Creating CRNs in Banner   + Using R25   + Degree map process   + International student processes and late arrivals   + Orientation/onboarding   + Course scheduling and financial aid   + LOI process   + Creating Canvas shells   + Cross listing classes in Canvas   + Adding or changing a card in the portal   + Recording keeping requirements   + 2+2 agreements | | | | | | | | | | Elaine | |
| **Forms – Updating Supervisors**   * When hiring a new supervisor how do they get attached to certain forms * No automated system * Blue Team form handle this? * Travel form, requisitions, grant forms through the Foundation, etc. | | | | | | | | | | Elaine/Brian | |
| **Course Scheduling**  Myrna has asked us to pick this project back up. The attached is a document that was put together prior to the HLC visit with added information from Myrna that has not yet been fully discussed and documented. One area that needs additional work is the Scheduled Academic Year dates and the process for creating and monitoring.    Call for Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine | | | | | | | | | |  | |
| **KBOR Systemwide General Education Project**  <https://www.kansasregents.org/academic_affairs/general-education>     * Implementation Fall 2024 * June 1 Report to KBOR – Done/KBOR Feedback/Done * July 30 Report to KBOR – KBOR Feedback/Emphasis Discussion * Academic Degree Map      * + April 1st Report Submitted Early      * + June 1st Report Submitted to KBOR      * Where should the list of classes in each bucket live? [www.sge.bartonccc.edu](http://www.sge.bartonccc.edu)   + We currently have a general education page: <https://bartonccc.edu/programs/generaleducation>   + Need a workgroup to discuss this: Samantha, Brian, Mary, Megan, Lori, Elaine   + Maps together on web site, list of classes in each bucket, gen ed narrative | | | | | | | | | | 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 * Template has been designed; test work is occurring among workgroup members * Proposed Timeline   + March-May – Research KBOR Guidelines; Develop Barton’s Template   + June/July – Template Preparation   + August 1-September 22, 2023 – Teams utilize current curriculum guides for transition to 2024-2025 academic degree map template   + September 25-29, 2023 – Advisement Center reviews draft academic degree maps   + October 2, 2023 – degree maps due to Sarah/Denise   + October 2-31, 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 15-29, 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   + How to phase in the degree maps? Samantha suggested link the degree maps on the program web pages and have language saying “that if you enrolled before this date (have a date) you need to use this link” and it goes to the curriculum guides (a link to the master list of degree maps and a link to the master list of curriculum guides)   + Mary Doyle suggested have the language say “if you were admitted before this date, not if you are enrolled”   + Samantha will put together a mock master page for the current curriculum guides | | | | | | | | | |  | |
| **Scales Technician at GVP/Junction City**   * Out-district forms for Spring 2024 and Fall 2024 have been sent to Cloud County and Manhattan Technical * After signatures/KBOR acknowledgement – promotion! | | | | | | | | | | Kurt/Kathy/Mary | |
| **Technical Theatre Degree**     * Associate of Arts and Certificate * Effective date – Fall 2024 * Campus location – Barton County(GB) * Curriculum guides (Sarah) * CIP code (Sarah) – 50.0502 * Major code (Lori) – 5006 * Banner/Degree Works (Lori) * HLC/Dept of Ed (Myrna) – n/a * Advisor assignment/notification (Mary D.) * Programs of Study page (Samantha/Brian) * Admissions application (Tana) * Change of Major form (Mary D.) * Internal promotion (Brian) * External promotion (Maggie) | | | | | | | | | | Brian | |
| **Case New Holland (CNH) Top Tech Program (Agriculture Mechanics-Top Tech) – DONE**     * KBOR approved * Effective date – Fall 2024 * 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) – on hold for now; building won’t be done until summer 2024 and an instructor has been hired * External promotion (Maggie) | | | | | | | | | | 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 * Partner meeting with Pratt March 9; Signed MOU * Faculty Search still ongoing   + PN students that enrolled now will come to Great Bend for lecture and lab, clinicals will be in the Pratt area until faculty are hired * 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 2023-2024 (total for 2022-2023 was 998)   + 7/12 = 43 (last year 62)   + 8/9 = 81 (last year 165)   + 9/13 = 174 (last year 201) * 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**   * AGRI 1181 – updated the course description and outcomes/competencies | | | | | | | | | | Sarah | |
| **Web Site Update – n/a** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Numbers are good for the fall so far * Barton Online team sent out notepads to all online faculty to thank them for all their work | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Center Funding Opportunities – Jamie Minneman; Karly Little; Kristen Steele | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Cougar Conversations; ADC at Night | | | | | | | | | | 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) * There is a Power BI page that has applications vs enrollments. Todd will get with Tana to go over the page to use the data to correctly visualize the information   + When this is complete Todd will do a dashboard demo for this group | | | | | | | | | | Todd | |
| **HLC/Department of Education Update**   * List of approved programs and locations with HLC and the Dept of Ed      * Prison Education Program application | | | | | | | | | | Myrna | |
| **Student Services Update – n/a** | | | | | | | | | | Angie | |
| **Instruction Update**   * Open positions in WTCE * STEM renewal grants * Faculty recital this week * Systemwide elementary education program * STEM Buddies at Ellinwood * FL is transitioning to remote work while remodeling through the end of October * Working on continuity books * Support for supervisors | | | | | | | | | | Elaine | |
| **Next meeting October 11, 2023** | | | | | | | | | |  | |