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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 3/13/2024  |
| 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 |
| o | Chris Baker | x | Mary Foley | o | Karly Little | o | Myrna Perkins |
| x | Janet Balk | o | Lindsay Holmes | x | Angie Maddy | o | Samantha Stueder |
| x | Jenn Bernatis | x | Brian Howe | x | Claudia Mather | x | Laura Stutzman |
| o | Megan Chambers | x | Judy Jacobs | x | Mollie McReynolds | x | Kurt Teal |
| x | Tana Cooper | x | Erika Jenkins-Moss | x | Wendy Miller | x | Josh Winkler |
| x | Lori Crowther | x | Stephanie Joiner | o | Jeff Mills |  |  |
| o | Mary Doyle | x | Kathy Kottas | o | Angel Morgan |  |  |
| x | Erin Eggers | x | Abby Kujath | x | Jose Palacios |  |  |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris | o | Dee Ann Smith |  |  |
| o | Sasha Bingaman | x | Denise Schreiber |  |  |  |  |
| Guests | Reporter |
| x | Melissa Feist | x | Colvin Hooser |  |  |  |  |
| Topics/Notes | Reporter |
| **Inventory College Processes Project*** Creating a new program/degree
* **Requisitions**
* Creating CRNs in Banner
* Using R25
* Degree map process
* International student processes and late arrivals
* Employee orientation/onboarding
* Faculty orientation
* **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
* Problem resolutions in Maxient
* Electronic college forms
 | All |
| **PTP Charter Review**  | All |
| **Programs of Study 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.
* Workgroup: Samantha, Angie, Myrna, Todd, Jose, Lori, Mary, Sarah, Kathy, Maggie, Kurt, and Elaine
* Sam’s Update:
	+ “We had a couple of setbacks in February with unrelated web issues and those have now been resolved, so new timeline we’ve established with our web vendor for the project is to have the table built and live by the beginning of May. The toggle, filtering capabilities and layout will be ready for us to review in that time in the event any design or functionality changes need to happen. During that time, our web vendor will also be implementing the Banner integration piece which we plan to have done by the end of June. Barring any entirely unforeseen Banner challenges or emergency web issues that pop up, this page will be live by July 1! It is the top priority on our projects with our web vendor so our allotted web hours will be directed at this unless an emergency arises.”
 | Samantha/Elaine |
| **College Forms*** Reminder – review current forms – whether linked in the Forms Center or accessible internally across department, areas, etc.
 |  |
| **Course Scheduling and Financial Aid – on hold until summer 2024**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. * Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine
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| **OER Pathways (AA, AS, & AGS)/OER General Education Package*** Starting Fall 2024
* Marketing – working with Lee and Claudia on timeline; soft launch in April, full launch in July
* Scheduling
* Advisement
* Enrollment
* Tracking/Data Collection
 | Elaine |
| **Searching for Classes in Banner and with the Course Search Tool*** Lori, Todd, Kathy, Mary, Angie, Karly and myself met last month to discuss program’s that require advisement prior to enrollment. The goal is to maintain the advisement requirement; however, allow potential students to “shop” for these programs/classes via the course search tool.
 | Elaine |
| **Systemwide Elementary Education Degree*** KBOR notified Barton that our degree map for the systemwide elementary education degree was approved on December 29th. The program is also been added to our program inventory via KHEDS.
* The degree is a PK-6 transfer associate degree
* The systemwide degree creates a clear pathway in which all courses completed within the associate degree transfer as the first 60 hours towards a 120-hour degree in elementary education at the six state universities and Washburn University
* The remaining 60 hours are the required courses to complete an elementary education baccalaureate degree and PK-6 licensure requirements
* Barton is an RTI (related technical instruction) location for the apprenticeship program associated with the Elementary Education degree. KSDE serves as the intermediary for the apprenticeship.
* We are asked to implement the approved transfer degree into our catalog, degree map (done), programs of study, recruitment (current and future students), advisement, course development, etc. to ensure availability for fall 2024
	+ KBOR may want us to add a something to the course catalog
	+ Add language to the website
* New – received message from KBOR on February 27th that Contemporary Math will be the required math course for the systemwide degree. This also applies to Early Childhood Education. Sarah updated the program inventory with the required math course for both programs (just the A.S. for Early Childhood) and also updated the degree map and website.
* Monday, we received a message from KBOR sharing that contact has been made with the universities to discussed the appropriate math course and it was determined that **ALL are amenable to allowing the substitution of College Algebra, Elementary Statistics, or Calculus if the student had already taken one of those courses, in place of Contemporary Math.** However, Contemporary Math will remain the preferred course for this program.
	+ I asked if we should add these courses to our program inventory as a substitution and was advise to use our standard practice.
	+ Follow-up comments include: advisement exceptions and notation to degree map indicating pre-fall 2024 and fall 2024 and beyond.
	+ Further discussion
 | Elaine/Stephanie |
| **KBOR Systemwide General Education Project*** Discussion Items from 2/7 meeting
	+ Since we have to show the completion of the gen ed package on the student’s transcript, can we put that same statement on the webpage (Kansas Systemwide General Education Completed)
	+ Add a statement as to why the systemwide general education package is important
* Degree Maps
	+ “Additionally, I let Sarah know last week that the Degree Maps have been posted to the web along with the master list of Curriculum Guides and Degree Maps (which are linked from each Degree Map section on program pages) so even though that deadline has changed with our colleagues eastward, we’re all done! 😊 I also removed the certificates from the program webpages for Technical Theatre, Music Accompaniment and Dance Instruction.”
* Advisement Training
* Fall Enrollment Begins – April 9
* Are we ready?
 | Elaine/Brian |
| **Technical Theatre Degree*** Associate of Arts; Certification Exam
* Effective date – Fall 2024
* Campus location – Barton County(GB)
* Degree Map (Sarah) – Done
* CIP code (Sarah) – 50.0502
* Major code (Lori) – 5006
* Banner/Degree Works (Lori) – Done
* HLC/Dept of Ed (Myrna) – n/a
* Advisor assignment/notification (Mary D.) – Done
* Programs of Study page (Samantha/Brian) – Done
* Admissions application (Tana) – Done
* Change of Major form (Mary D.) – Done
* Internal promotion (Brian) – Done
* External promotion (Maggie)
 | Brian |
| **Dance Instruction & Management/Music Accompaniment/Tech Theatre Certificates*** We will not have these certificates
* Credentials students can earn will be noted on the AA degree maps
 | Elaine/Brian |
| **Carpentry Program Alignment*** Program name changes to Construction Technology
* Program changes from 18 credit hours to 23 credit hours
* Effective date – Fall 2024
* Campus location – Barton County(GB)
* Degree Map (Sarah)
* CIP code (Sarah)
* Major code (Lori)
* Banner/Degree Works (Lori)
* HLC/Dept of Ed (Myrna)
* Advisor assignment/notification (Mary D.)
* Programs of Study page (Samantha/Mary F.)
* Admissions application (Tana)
* Change of Major form (Mary D.)
* Internal promotion (Mary F.)
* External promotion (Maggie)
 | Mary F. |
| **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)
	+ 10/11 = 186 (last year 213)
	+ 11/7 = 205 (last year 267)
	+ 1/10 = 403 (last year 502)
	+ 2/7 = 484 (last year 528)
	+ 3/13 = 549 (last year 543)
* 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 (T-Drive) – no update** | Lori |
| **LICC Update** * BUSI 1608 – updated the outcomes and competencies
* AVIA 1410 and THEA 1314 – new courses
 | Sarah |
| **Web Site Update – no update** | Samantha |
| **Barton Online Update – no update**  | Erin |
| **Center for Innovation & Excellence Update*** Doing away with Soft Chalk because it’s not used much and we have H5P
* Planning Cougar Tales for August
* Working on topics for the all faculty meeting
 | Claudia |
| **Academic Development Center Update** * Updating Cougar Keeper – let Nolan know if you have any suggestions
 | Stephanie |
| **Institutional Effectiveness Update – no update**  | Jeff/Angel/Jose |
| **HLC/Department of Education Update** * List of approved programs and locations with HLC and the Dept of Ed

* Prison Education Program (PEP) application
* 2024-25 FAFSA – soft launch of new application
 | Myrna |
| **Student Services Update – no update**  | Angie |
| **Instruction Update** * Program-to-Program Articulation Agreements (Business, Computer Science, Nursing, and Social Work; Upcoming: Criminal Justice and Secondary Education
* Academic Calendar – Essdack moved to the last week in October; we are moving Jack Kilby Science Day and fall advisement to a Friday in October
* We are facing a $1.4 million cut in funding from the state for fiscal year 2025
 | Elaine |
| **Next Meeting April 10, 2024** |  |