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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 4/10/2024  |
| 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 |
| x | Chris Baker | x | Mary Foley | o | Karly Little | o | Myrna Perkins |
| x | Janet Balk | o | Lindsay Holmes | x | Angie Maddy | x | Samantha Stueder |
| x | Jenn Bernatis | x | Brian Howe | x | Claudia Mather | o | Laura Stutzman |
| x | Megan Chambers | x | Judy Jacobs | x | Mollie McReynolds | x | Kurt Teal |
| x | Tana Cooper | x | Erika Jenkins-Moss | x | Wendy Miller | x | Josh Winkler |
| o | Lori Crowther | x | Stephanie Joiner | x | Jeff Mills |  |  |
| x | Mary Doyle | x | Kathy Kottas | x | 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 | o | Denise Schreiber |  |  |  |  |
| Topics/Notes | Reporter |
| **Inventory College Processes Project*** Creating a new program/degree
* **Requisitions – Presentation rescheduled for May meeting**
* 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 – Project on hold until summer**
* 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 |
| **Webpage Guidance*** Communications wants guidance on which programs get their own webpage and which programs go under a departmental webpage
* For example, Dance Instruction has its own webpage separate from Dance, but Tech Theatre is on the same webpage as Theatre
* Brian, Kathy, and Elaine will discuss this and create some guidelines to bring back to our next PTP meeting
 | Maggie/Samantha |
| **Placement Matrix*** Updated on the website and in Accuplacer
 | Mollie |
| **Special Populations Project*** KBOR requires special population questions to be asked of all students – not just CTE students in order to be compliant
* Cowley model has been mentioned as a model
* Krystall Barnes has provided KHEDS materials from the manual: pages 111-115
* Krystall Barnes has provided the special population questions that are currently asked of CTE students
* Project goal: incorporate survey process to capture special populations feedback from all students by fall 2024
 | Elaine |
| **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.”
* No updates today – meeting with the web vendor today
 | Samantha/Elaine |
| **College Forms*** Reminder – review current forms – whether linked in the Forms Center or accessible internally across department, areas, etc.
* Dean’s Council has started working through the Instructional Forms in the Forms Center
 | All |
| **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 campaign launches this month – working on it – calling it Textbook Freedom
* Scheduling
* Advisement
* Enrollment
* Tracking/Data Collection
 | Elaine |
| **Searching for Classes in Banner and with the Course Search Tool – Done** * 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.
* Course search tool now shows all available courses at Barton and they are flagged if they need advising
 | Elaine |
| **Systemwide Elementary Education Degree/Education/Early Childhood*** KBOR has asked us to implement the approved transfer degree into:
	+ Catalog (done)
	+ Degree map (done)
	+ Programs of Study/Webpage (done)
	+ Recruitment (current and future students) – create a brochure
	+ Advisement (done)
	+ Course development to ensure availability for fall 2024 (done)
* Contemporary Math is the preferred course for Elementary Education Degree as well as the Early Childhood Education degree. Substitutions of College Algebra, Elementary Statistics of Calculus are at the discretion of advisement – if student has already taken.
	+ KBOR program inventory (done)
	+ Degree maps (done)
	+ Webpages – working on
* New Collaboration – Education/Early Childhood – new position called Instructor & Coordinator of Early, Elementary, and Secondary Education
 | Elaine/Stephanie |
| **KBOR Systemwide General Education Project*** Any discussion?
 | Elaine/Brian |
| **Construction Technology/Plumbing Programs*** KBOR is requiring CA-2 application to modify. CAM has been initiated with the following presentations:
	+ PTP – 3/13/24 (done)
	+ LICC – 3/20/24 (done)
	+ President's Staff – 4/22/24
	+ Board Study Session – 5/14/24
	+ Board Meeting – 5/28/24
* CA-2 Draft Due to VP Office – 5/20/24
* 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)
* Web pages/Programs of Study page (Samantha/Mary F.)
* College catalog
* Admissions application (Tana)
* Change of Major form (Mary D.)
* Brochures/publications (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)
	+ 4/10 = 575 (last year 573)
* 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)** * 25-25 swim lanes are posted

**New Scheduling Sub-Committee*** Talking about opportunities and collaborations
 | Lori |
| **LICC Update** * Outcome/competency revisions: BSTC 1036, CHEM 1802, CRFT 1001, ENGL 1206, LITR 1210, NTWK 1085, NTWK 1086
* Course title and outcome/competency revisions: HIST 1450
* New courses: CRFT 1002, CRPT 1003, CRPT 1004, CRPT 1005, CRPT 1006, DANC 1042, DANC 1150, ENGL 1210
 | Sarah |
| **Web Site Update – no update** | Samantha |
| **Barton Online Update** * Numbers are up for spring and summer
 | Erin |
| **Center for Innovation & Excellence Update*** Cougar Tales, All Faculty Meeting, etc. in August
 | Claudia |
| **Academic Development Center Update** * Contacted students on the Barton County campus who are eligible to graduate but have not applied – got about 10% of students to come in and apply to graduate
* This semester there is a total of 7,846 visits to the ADC (this includes remote visits); unique visitors is 468 students
* Collecting the GPA of students who used ADC
* Doing ADC at night once a month, some students have stayed until 10:00pm
 | 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
* New webpage to help students with FAFSA: <https://bartonccc.edu/financialaid/fafsa>
 | Myrna |
| **Student Services Update** * New Title IX guidance is coming this fall
* Graduation season: April 10 Learning Celebration at LCF; May 10 Barton County campus commencement; May 16 Fort Riley graduation; June 5 Fort Leavenworth graduation
 | Angie |
| **Instruction Update** * Dean’s Council will start this fall reviewing instructional procedures
* Ag Career Expo Thursday, April 11
* Dr. Garstecki is coming to campus next week (Tuesday and Wednesday)
 | Elaine |
| **Next Meeting May 20, 2024** |  |