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| AGENDA/MINUTES | |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/20/2024 |
| 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 | | |
| o | Chris Baker | | x | Mary Foley | x | Karly Little | | | x | | Myrna Perkins |
| x | Janet Balk | | o | Lindsay Holmes | x | Angie Maddy | | | x | | Samantha Stueder |
| x | Jenn Bernatis | | x | Brian Howe | x | Claudia Mather | | | x | | 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 |
| x | Lori Crowther | | x | Stephanie Joiner | x | Jeff Mills | | |  | |  |
| x | 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 | | | | | | | | | | | |
| x | Lisa Amerine | |  |  |  |  | | |  | |  |
| 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 – 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 | |
| **Requisition Presentation**     * Detailed instructions can be found on the Self-Service card in the portal (Finance Self-Service, Requisition Help) | | | | | | | | | | Laura/Lisa Amerine | |
| **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 * Things to consider: does it have its own degree map? Will it benefit from specific photos? What about the length of the narrative? What draws students to a page? Should some related programs be combined on a webpage? * Brian, Kathy, and Elaine will discuss this and create some guidelines to bring back to our next PTP meeting; Deans and Elaine meeting this week (5/20) | | | | | | | | | | Maggie/Samantha | |
| **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 | | | | | | | | | | Angie | |
| **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 (April)   + “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.” * Update for May: it will be ready for feedback at the June PTP meeting | | | | | | | | | | 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 – meeting this week (5/22)**  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 | | | | | | | | | |  | |
| **Textbook Freedom Campaign**  <https://online.bartonccc.edu/student-services/low-cost-pathway>   * General Education Pathway * Degree Pathway (AA, AS, & AGS)   **Megan Chamber’s Feedback**  Changes that need to be made to the webpage:  <https://landing.gobarton.com/textbook-freedom//>   * On the Low-Cost Degree Pathway, the course title for ECON 1612 is incorrect. It should be Principles of Microeconomics   cid:image002.jpg@01DAA76B.97A62BC0   * When you click on ‘Learn More’ under the General Education Package header, it brings up the handout/information for the Low-Cost Degree Pathway, not General Education Package. If ECON 1612 is also listed on the gen ed package handout/information, we’ll need to ensure that course title is listed correctly, too. | | | | | | | | | | 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) * New Collaboration – Education/Early Childhood – new position called Instructor & Coordinator of Early, Elementary, and Secondary Education | | | | | | | | | | Elaine/Stephanie | |
| **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 (done)   + Board Study Session – 5/14/24 (done)   + 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)   + 5/20 = 739 (last year through 5/20: 973; last year through 5/31: 1002) * 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)**   * Spring 2025 deadline is September 27 | | | | | | | | | | Lori | |
| **LICC Update**   * New courses: EDUC 1135, ENGL 1128, MUSI 1019, MUSI 1047, MUSI 1096, MUSI 1097, MUSI 1099 * Outcome/competency changes: PHED 1200, SOCI 1102, SOCI 1104 * Course title and outcome/competency change: HIST 1452 | | | | | | | | | | Sarah | |
| **Web Site Update – no updates** | | | | | | | | | | Samantha | |
| **Barton Online Update**   * Summer 2024 sessions start today | | | | | | | | | | Erin | |
| **Center for Innovation & Excellence Update**   * Working with KDOC to get online classes in correctional facilities * Working on Cougar Tales, All Faculty meeting, and Welcome Back Breakfast for fall | | | | | | | | | | Claudia | |
| **Academic Development Center Update**   * Nolan is putting final touches on next academic year’s Cougar Keeper | | | | | | | | | | Stephanie | |
| **Institutional Effectiveness Update**   * Working with Banner Insights for reports | | | | | | | | | | 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**   * Enrollment Days going on | | | | | | | | | | Angie | |
| **Instruction Update**   * FL graduation on June 5 * Dean’s Council is working on themes and goals for 2024-2025 | | | | | | | | | | Elaine | |
| **Next Meeting June 12, 2024** | | | | | | | | | |  | |