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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 6/12/2024  |
| 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 | x | Karly Little | x | Myrna Perkins |
| x | Janet Balk | x | 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 | o | 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 | x | Denise Schreiber |  |  |  |  |
| Topics/Notes | Reporter |
| **Inventory College Processes Project*** **CAM Process**
* ~~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 |
| **Course Search Tool**<https://www.bartonccc.edu/enrollment/classes>* Angie will work with her team on some updates/changes to make it more user friendly
 | Elaine/Lori |
| **Curriculum Approval Matrix (CAM)** * Consider renaming the CAM since it encompasses more than curriculum changes
 | Elaine/Sarah |
| **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 PTP
* Draft Guidelines:
	+ Does the program stand on its own with no relation to other programs?
	+ Does the program have its own degree map?
	+ Would a separate webpage benefit from specific photos and/or graphics?
	+ Does the narrative length require a separate webpage?
	+ Is there student benefit to combining related webpages?
 | 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
* Update for June: Samantha will check with the web vendor about sending out the draft page to the group for review
 | Samantha/Elaine |
| **Course Scheduling and Financial Aid**Workgroup met May 22nd and will meet again June 20th; assignments have been made.* Work Group: Kurt, Jenn, Lori, Erin, Myrna, Kaitlin, Abby, Sarah, Elaine
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| **Textbook Freedom Campaign*** Postcards were sent out to high school sophomores through seniors and graduating seniors – sent out late April; another postcard round will go out in July
 | 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 (done)
* CA-2 Draft Due to VP Office – 5/20/24; sent to KBOR 6/10/24
* 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)
	+ 5/20 = 739 (last year through 5/20: 973; last year through 5/31: 1002)
	+ 6/11 = 962 (last year 1002)
* 2024-2025
	+ 6/11 = 10 (last year 9)
* Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)
 | Jeff/Jose |
| **KBOR Performance Funding (Moving Forward)*** All reporting for the former performer funding model is done; we have reported for FY 25 funding FY 25 (July 1, 2024-June 30, 2025)
* The new model starts funding for FY 26 (July 1, 2025-June 30, 2026)
* <https://www.kansasregents.org/resources/Performance_Funding_Timeline_Updated_Spring_2024.pdf>
* Report Due July 1 – in draft
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| **PTP Data Reports Moving Forward*** Continue with reporting completer numbers at each meeting
 | Elaine/Angie/Stephanie |
| **Bulletin of Classes Swim Lane Deadlines (T-Drive)** * September 27 is the deadline for spring 2025
 | Lori |
| **LICC Update** * Outcomes/competency revisions: HIST 1452, PHED 1200, SOCI 1102, SOCI 1104
 | Sarah |
| **Web Site Update – no updates**  | Samantha |
| **Barton Online Update** * We had an uptick in physics enrollment this summer; students are mainly from KU and WSU
 | Erin |
| **Center for Innovation & Excellence Update*** Getting ready for fall faculty meeting, Cougar Tales
 | Claudia |
| **Academic Development Center Update** * Finalizing Cougar Keeper
* Reviewing last three years of data points from ADC
* Formalizing academic coaching process
 | Stephanie |
| **Institutional Effectiveness Update** * Questions on course evaluations that were going to Randy Thode should go to IE
 | 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 – no updates**  | Angie |
| **Instruction Update – no updates** | Elaine |
| **Next Meeting July 10, 2024** |  |