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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 7/10/2024  |
| 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 | x | Karly Little | x | Myrna Perkins |
| x | Janet Balk | x | Lindsay Holmes | x | Angie Maddy | x | Samantha Stueder |
| x | Jenn Bernatis | x | Brian Howe | o | 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 | 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 - August**
* Electronic college forms
* Academic coaching process
 | 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
* New name as of this meeting – Program Approval Matrix
 | 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
* 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?
* **Next Steps?** Maggie will put something together to meet with a smaller group
 | 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
* IE is working on compiling the information
* 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
* Table went live June 28th; advisement review; further updates from the web vendor
 | Samantha/Elaine |
| **Course Scheduling and Financial Aid**Workgroup is meeting and working on revisions.* 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 |
| **Welding AAS Electives*** Added carpentry, plumbing, and natural gas courses as suggested electives
 | Mary F.  |
| **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; KBOR approved 6/18/24
* HLC – Myrna is working on the application
* Department of Education
* 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)
	+ 7/10 = 19 (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 Submitted by July 1st Deadline
 |  |
| **PTP Data Reports Moving Forward*** Continue with reporting completer numbers at each meeting
* Other reports may come forward, but waiting on Enrollment Management project
 | Elaine/Angie/Stephanie |
| **Bulletin of Classes Swim Lane Deadlines (T-Drive)** * September 27 is the deadline for spring 2025
 | Lori |
| **New Programs at FR (EMT, CMA, CNA, and Phlebotomy)*** Can these programs be added to the admissions app?
* Tana will add them
 | Abby |
| **Data Useful to Scheduling** * Gathering course cancellation information
* Reason that students drop
	+ Barton County campus students complete a drop form, registrar’s office emails the instructor about the drop, and the reason the student dropped
	+ Online and FR/FL/GVP students drop online and they do not provide a reason
* Discuss again at the next meeting
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| **LICC Update** * New course: COMM 1630 Digital Content and Analytics
* Revised the outcomes/competencies: BUSI 1800, NTWK 1032
 | Sarah |
| **Web Site Update – n/a**  | Samantha |
| **Barton Online Update** * Working on the Spring 2025 schedule
 | Erin |
| **Center for Innovation & Excellence Update – n/a**  | Claudia |
| **Academic Development Center Update** * Four-year program report for ADC available – let Stephanie know if you would like a copy
* Finalizing documentation on the program coaching process at as training manual
* Working with co-requisite courses in the fall by embedding coaching
 | Stephanie |
| **Institutional Effectiveness Update – n/a**  | 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 – target date to finish in August
* 2024-25 FAFSA – soft launch of new application
* New webpage to help students with FAFSA: <https://bartonccc.edu/financialaid/fafsa>
* HLC criterion is changing effective September 2024
 | Myrna |
| **Student Services Update** * TRIO grant should be submitted today by Krystall Barnes
* Title IX new regulations that were supposed to go into effective August 1 are in a status of stay for Kansas and three other states; this is a federal law and some states are going to put the regs into effective August 1 and some others are not; how could this impact our students
* Partial transcripts: <https://bartonccc.edu/transcripts>
 | Angie |
| **Instruction Update** * July 17 is the ribbon cutting and open house for the new ag building
* Ambulance simulator is being set up at the Barton County campus; GVP gets theirs next week
* Military compliance audit is ongoing
 | Elaine |
| **Next Meeting August 14, 2024** |  |