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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 9/10/2025 |
| 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 | Erin Eggers | x | Karly Little  | o | Megan Phillips |
| x | Janet Balk | o | Nolan Esfeld | x | Angie Maddy | x | Myrna Perkins |
| x | Narren Brown | x | Mary Foley | x | Claudia Mather | x | Laura Pratt |
| x | Chris Case | x | Lindsay Holmes | x | Mollie McReynolds | x | Samantha Stueder |
| x | Tana Cooper | x | Erika Jenkins-Moss | o | Wendy Miller | x | Laura Stutzman |
| x | Lori Crowther | x | Stephanie Joiner | x | Angel Morgan | x | Kurt Teal |
| x | Renee Demel | x | Kathy Kottas | x | Joshua Nuss | x | Josh Winkler |
| x | Mary Doyle | x | Abby Kujath | x | Jose Palacios | x | Jenna Wornkey |
| Ex-Officio members |
| o | Nicole Berger | x | Maggie Harris | o | Dee Ann Smith |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Subject Codes/Org Changes*** Set up 8 additional subject codes and orgs
* For example, CDL is part of AGRI and it can’t be differentiated for instructional reviews and fiscal reviews
* This impacts degree maps, Degree Works, Banner, KHEDS, Concourse, Instructional Reviews (next year)
* This will be effective Fall 2026
 | Elaine |
| **Course Search/OER Courses/OER Webpages (Regular & BOL)*** Make it easier for students to see which courses are OER
* Once IE knows the codes to pull, they can get it updated – Lori will let IE know the codes
* Subcommittee group meeting September 16th. Group includes Angie, Narren, Lori, Chris, and Elaine
 | Elaine |
| **Fort Leonard Wood** * Dean Teal & Elaine have met twice with Fort Leonard Wood officials
* Dean Teal, Elaine and members of Fort Riley staff met last month to discuss concerns
* Dr. Garstecki, VP Dean and Elaine met earlier this month to discuss concerns
* The College will sign an academic articulation, three-year probationary agreement with annual reviews
* Students will pay $165 for Barton Online and $146 for daytime and nighttime Zoom courses
* Details as we know them…
	+ No residential offerings; Barton Online and Zoom offerings; scheduling preference for OER certified courses
	+ Target launch – January 2026
	+ A room is available for students on post or students may choose their location to attend class
	+ Fort Leonard Wood is studying syllabi for the following programming areas:
		- AGS in General Studies and Early Childhood – tentative interest
		- AA and AS in Liberal Studies
		- Dietary Manager
		- Pilot Class
		- Engineering Physics I and II
		- GIS
		- AA Federal Human Resources
		- EMT – this will likely not occur – at least if we are not residential
	+ FLW is not open on federal holidays, but open on training holidays
	+ Grand Canyon University will provide testing services
* Assignment of subcommittee to address operational details in preparation for January delivery
	+ Abby Kujath, Megan Phillips, Kurt Teal, Terry Barrow, Narren Brown, Lori Crowther, Laura Stutzman, Tana Cooper, Mary Doyle, Stephanie Joiner,

Kathy Kottas, Courtney Metcalf, Claudia Mather, Mark Dean, Nicole Berger, Jenny Payne, Erika Jenkins-Moss, Janet Balk, and Elaine Simmons | Elaine/Kurt |
| **Website Update & Course Search Tool** <https://www.bartonccc.edu/><https://www.bartonccc.edu/enrollment/classes>* Angie will work with her team on some updates/changes to make it more user friendly
* Samantha has the updated verbiage for the website – Done
* Angie will send a request to IE for an updated Power BI report (interactive course search tool)
 | Angie |
| **Corequisite Courses** * There will be a 3-credit hour gateway course; link the 2-credit hour corequisite when scheduling using the CRN; courses are college algebra, stats, contemporary math, comp I
* Beginning in the fall if a student isn’t testing into comp I or college algebra without support they will be required to enroll in two sections
	+ If they try to enroll in the sections without the supporting course a pop-up will tell them they can’t enroll in those sections
	+ Paired CRNs are listed in the comments of the scheduling matrix
* A group will meet to ensure students are enrolling in the correct sections – Stephanie, Lori, Mary D., Erin, Mollie, Karly, Courtney, Abby
	+ Going to do a review of the students in the co-req to determine if they really need to be in a co-req
* Barton is hosting a co-req symposium for Kansas community colleges
	+ To support each other, sharing best practices
	+ October 24 – in-person, charging $25 to attend (except Barton employees), zoom link will be available
	+ Over 50 registrants as of 9/10/25
	+ Begun developing a web page that explains the co-requisites for online audiences, including information about math pathways (page is not live yet)
 | Stephanie/Lori |
| **Textbooks, Access Codes, & OER Certification*** No books in the Barton County Campus Bookstore beginning summer 2025
* Students will purchase textbooks for face-to-face classes via the online bookstore (eCampus)
* New Barton Bound scholarship recipients (beginning fall 2025) will not receive scholarship funds for textbooks
* Students currently receiving the Barton Bound scholarship will continue receipt of funds for textbooks until their scholarship period is complete
* Students will be able to pull up their schedule and see what resources are needed
	+ Students will be able to see if the course has a traditional textbook, access code, or OER certified
* Moving forward textbook submissions forms will arrive from colleagues associated with the Center for Learning Excellence. Requests for resources will include both face-to-face (campus) classes and online classes and the request will be included in one form. Center colleagues, Erin Eggers and Courtney Metcalf, will serve in a support capacity as you navigate this expanded resource system.
* Utilizing Inclusive Access for Access Codes
	+ Charge will be placed directly on the student’s bill; Those scheduling courses with access codes will no longer need to add a course fee-fee.
	+ Students will have immediate access to the codes
* Laura is creating an FAQ document – let her know if you have any questions to add
* Laura is monitoring issues with students dropping classes during refund periods and potential charges for access codes, noting she would contact Teresa at eCampus for manual credits when needed
* There’s been some problems with students not picking up textbooks shipped to Cougar Corner – Angie offered to help if Laura could get her a list of unclaimed books
 | Laura/Erin |
| **Systemwide Transfer Degrees*** Social Work – updating
* Business Administration – updated
* Computer Science
* Pre-Nursing
* Elementary Education – updating

**Discussion:*** Bucket exceptions:
	+ **Business SWAD:** STAT 1828 is a bucket #3 course that is now also in bucket #7
	+ **Elementary Ed SWAD:** POLS 1800 and SOCI 1129 are bucket #5 courses that are now also in bucket #7
	+ **Computer Science SWAD:** MATH 1834 isn’t in any bucket but will be an exception for bucket #7
	+ Jennifer Bond-Raacke states it is our discretion as to whether we want to allow all student to use these courses in bucket #7
	+ Our decision is to restrict students in Business, Elementary Ed, and Computer Science to the bucket #7 exceptions
* Effective Date Discussion/Challenges with Students/Financial Aid Implications
* Questions to KBOR:
	+ Was it required to launch these this fall? We are running into some challenges with students, and I want to make sure I understand KBOR's requirement (or not) before addressing the situations. The expectation was that those institutions committing to offer the degrees as of last December (I think that was the timing – I believe Karla Wiscombe handled much of that) would be offering them beginning Fall of 2025.
	+ Are we required to have a specific notation on a student's transcript including a systemwide degree pathway – like the systemwide general education package? If the student completes the program, such as an AS in Computer Science, that would be indicated on the transcript, correct?  There should be something on the transcript that should clue in the university to which the student transfers as to what associate degree was completed to ensure the 60 hours transfer seamlessly.  Please refer to the **checksheets** on our [website](https://www.kansasregents.gov/academic_affairs/systemwide-transfer-degrees/business-systemwide-transfer-degree) for the specific agreed-upon names of the associate programs.
	+ With the roll-out of the five options (we choose to support all), will KBOR have reporting requirements to identify success and/or challenges associated with these pathways? I’m not aware of additional reporting requirements. These completions would show up naturally in the Completions file, which is a part of the Academic Year Data Collection institution’s report on every summer.
 | Elaine |
| **Degree Map Review Project (2026-2027)*** August 11-September 30, 2025 – teams review degree maps
* October 1, 2025 – degree maps due to Sarah
* October 1-31, 2025 – Sarah review degree maps
* November 1, 2025 – degree maps due to Lori
* November 1, 2025 to January 31, 2026 – Lori updates Degree Works
* February 1-14, 2026 – Sarah will resave degree maps on the T: drive
* February 15-28, 2026 – Samantha complete web updates
* February 1 to April 1, 2026 – advisor training on degree maps
* March 1, 2026 – degree maps posted on the web
* April 7, 2026 – Fall 2026 enrollment begins

**Notes for review:*** Subject/Org Changes
* General Education Notations – only the general education package gets the systemwide coding
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| **Removing Curriculum Guides from Web** * Remove by March 1, 2026
 | Elaine |
| **Barton-Hutchinson MOU – Respiratory Care Program*** Contact: Chris Baker and Kathy Kottas

**Meeting Update:*** Students Pursuing Transfer Degree will be Coded as Degree Seeking
* Students Pursuing AAS will be Coded Prep
* One Areas of Study Page (Respiratory Care) with Two Options/Maps (AS/AAS with HCC)
* Nicole Lofland is the dedicated advisor
* Lori and Myrna will discuss a major code for these students
 | Kathy |
| **Federal Human Resources Program – AA in Liberal Studies** * Effective date – Spring 2026
* Campus location – Online
* CIP code (Sarah) – 52.1001
* Major code (Lori) – 5236
* Degree Map (Sarah)
* Banner/Degree Works (Lori)
* HLC/Dept of Ed (Myrna) – Done
* Web pages/Programs of Study page (Samantha/Kathy)
* College catalog (Kathy)
* Admissions application (Tana)
* Change of Major form (Mary D.)
* Brochures/publications (Maggie)
* Add to AI Portal for MyCCA, TA (Megan/Abby)
* Advisor: Courtney Metcalf
* Looking for adjunct faculty – multiple applications

**Notes:** * Kick-off Event – November 4, 2025; Fort Riley
 | Kathy |
| **Mental Health Micro Credential Pathway*** Online offering in collaboration with Larned State Hospital
* Three options: 3 courses (General Psychology, Abnormal Psychology, Interpersonal Communications); 2 courses (Document & Special Report Writing, Communication for Mental Health); 3 courses (Forensic Psychology, Trauma Informed Care with Culture & Diversity, Pharmacology for Mental Health)
* Advisor: Courtney Metcalf
* Working with Larned State Hospital on faculty – multiple applications
* Online program – targeted to start spring 2026

**Notes:*** Barton will be joining a small number of institutions for a HLC pilot on credentials. Claudia will lead our involvement. Courtney, Curtis, and Lee will also participate.
 | Kathy/Elaine |
| **Nurse Aide/Medication Aide – Naming – Done** * Want to remove the word *certified* from the program name and marketing materials
* Need to update degree maps, catalog, admissions app, promotional items, change of major form
 | Chris |
| **CDL Executive Summary**[CDL Executive Summary](https://docs.bartonccc.edu/iss/documents/PTP/CDL%20Update%20Executive%20Summary.docx)* Changing course code from AGRI to TRNS
* Reducing the credit hours for the theory class from 3 to 1
* Increasing the number of offerings a semester from two to four – this will accommodate more students
 | Mary |
| **MLT Executive Summary**[MLT Executive Summary](https://docs.bartonccc.edu/iss/documents/PTP/MLT%20Executive%20Summary.8.21.25.docx)* Change credit hours on several courses to better align students for progress from Phlebotomy to MLA to MLT
* Overall credit hours for the program will remain the same
 | Chris  |
| **Problem Resolutions in Maxient Question*** Project is still in progress – more to come
 | Megan/Abby |
| **ADC Project to Support Students through the Graduation Process – Done** * Last year a list was compiled of students who are eligible to graduate but had not applied to find out what they are struggling with to graduate – worked through those concerns
* As of March 5, reached out to 176 students who are eligible to graduate but had not applied – gave them directions on how to apply – waiting to see how many of those students did apply – 82 have applied for graduation (46%)
 | Stephanie/Nolan |
| **Student Success Metrics*** Data dictionary and metrics discussion
* Alliance meeting on Monday, collecting data on initiatives, IE is working on metrics, in October will review the data from the initiatives and the data from IE
 | Stephanie |
| **KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded*** Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31)

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| 2023-2024 | 2024-2025 | 2025-2026 |
| Date | Number | Date | Number | Date | Number |
| 7/12/2023 | 43 | 6/11/2024 | 10 | 6/10/2025 | 1 |
| 8/9/2023 | 81 | 7/10/2024 | 19 | 7/8/2025 | 18 |
| 9/13/2023 | 174 | 8/14/2024 | 91 | 8/5/2025 | 62 |
| 10/11/2023 | 186 | 9/11/2024 | 131 |  9/9/2025 | 127 |
| 11/7/2023 | 205 | 10/9/2024 | 148 |   |   |
| 1/10/2024 | 403 | 11/13/2024 | 197 |   |   |
| 2/7/2024 | 484 | 12/4/2024 | 197 |   |   |
| 3/12/2024 | 549 | 1/9/2025 | 372 |   |   |
| 4/10/2024 | 575 | 2/10/2025 | 402 |   |   |
| 5/20/2024 | 739 | 4/9/2025 | 472 |   |   |
| 6/11/2024 | 962 | 5/13/2025 | 505 |   |   |
|   |   | 6/10/2025 | 896 |   |   |
|   |   | 7/8/2025 | 1030 |   |   |

 | Jose |
| **Bulletin of Classes Swim Lane Deadlines (T:\Bulletin\Bulletin Online Dates)** * Spring 2026 deadline is September 26
* Scheduling swim lanes now have fall 26-spring 27-summer 27
 | Lori |
| **LICC Update – n/a**  | Sarah |
| **Web Site Update** * Video is back on the front page of the website
* Connecting dots between program web pages and programs in Banner – working on Banner automation
 | Samantha |
| **Barton Online Update – n/a**  | Erin |
| **Center for Learning Excellence Update*** Working on micro credentials
* Working on ADA compliance – upcoming training videos
 | Claudia |
| **Academic Development Center Update – n/a**  | Nolan |
| **Institutional Effectiveness Update – n/a**  | Narren/Angel/Jose/Chris |
| **HLC/Department of Education Update*** Next week is the PEP visit from the HLC peer reviewer (Sept. 17-18)
 | Myrna |
| **Student Services Update – n/a** | Angie |
| **IT Update*** About 20 employee desktops to upgrade to Windows 11, then start on laptops
* Conversations with a consulting firm to change Power BI gateway servers
* Working on AI for All training starting on Sept. 25
 | Renee |
| **Instruction Update*** Wheels and Squeals event Sept. 20
* Early Childhood program is working on some changes
* Received a Patterson Family Foundation Grant to start an electrical technology program
 | Elaine |
| **Compliance Chart**[Compliance Chart](https://docs.bartonccc.edu/iss/documents/PTP/Programs%20of%20Study%20Compliance%20Chart%209.10.25.xlsx) | Sarah, Kurt, Lindsay, Joshua, Laura, Stephanie, Kathy, Mary, Chris, Josh, Lori, and Myrna |
| **Next Meeting: October 8, 2025** |  |