

# Barton Yearly College Plan 2014-2015

Objectives appear by area in the following order:

1. Business Services
2. Grants
3. Institutional Advancement
4. Information Services
5. Student Service & Instruction
  - a. Fort Riley Learning Services & Military Operations
  - b. Technical & Military Education Division
  - c. Workforce Training & Community Education
  - d. Academic Division
  - e. Student Services Area
  - f. Distance Learning
  - g. Learning Resource Center
6. Athletic Department

## Policy Directives:

B = Barton Strategic Planning ENDs

O = Open Pathway

H = HLC Accreditation Criteria

K = KBOR 2020 Strategic Goal

## Barton Success Plan – Strategic Statements

1. Maximize student learning and success
2. Take full advantage of educational opportunities with service regions
3. Facilitate a culture of innovation, excellence and quality improvement
4. Ensure efficient management and stewardship of resources

## BOT END's

- B1. **Essential Skills**
  - B1a. Academic program skills
  - B1b. Workplace skills
  - B1c. Life skills
  - B1d. Necessary remediation
  
- B2. **Work Preparedness**
  - B2a. Workplace entry skills and knowledge
  - B2b. Ethics, discipline, & collaborative skills
  - B2c. Advancement skills and knowledge
  
- B3. **Academic Advancement**
  - B3a. Transfer prerequisites
  - B3b. Transfer requirement knowledge
  - B3c. Transfer success preparation
  - B3d. Transfer degree attainment
  
- B4. **Personal Enrichment**
  - B4a. Cultural activity experience
  - B4b. College activity experience
  - B4c. Extra-curricular programs & activity opps
  
- B5. **Barton Experience**
  - B5a. Student self-reported satisfaction
  - B5b. Student identification of significant personnel
  
- B6. **Regional Workforce Needs**
  - B6a. Strategy identification
  - B6b. Resource organization
  - B6c. Partnership development
  - B6d. Economic development leader
  
- B7. **Service Regions**
  - B7a. Compatible with college mission
  - B7b. Aligned with available resources
  - B7c. Maximizes revenues and minimizes expenses
  - B7d. Minimize local tax reliance
  - B7e. Compliment student learning services growth

- B8. **Strategic Plan**
  - B8a. College mission achieved
  - B8b. Accreditation requirements realized
  - B8c. KBOR expectations attained
  - B8d. Measurable goals and objectives

## HLC Accreditation Open Pathways Assurance System and Evidence File

- O1. Evidence File
- O2. Assurance Argument

## HLC Criteria

- H1. Mission
- H2. Integrity: Ethical and Responsible Conduct
- H3. Teaching and Learning: Quality, Resources, and Support
- H4. Teaching and Learning: Evaluation and Improvement
- H5. Resources, Planning, and Institutional Effectiveness

## KBOR 2020 Strategic Plan Goals

- K1. Increase Higher Education Attainment

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p data-bbox="191 743 302 813">Business Services</p> <p data-bbox="207 857 285 927">Mark Dean</p>			1.	1.		1.
				2.		2.
				3.		3.
			2.	1.		1.
				2.		2.
				3.		3.
				3.		1.
				2.		2.
				1.		1.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>Grants</b> <b>Cathie Oshiro</b></p>	B1, B2, B3, B4, B5, B6, B7, B8	S1, S2, S3, S4, H3, H4, H5	1. Increase the number of private, state, and or federal applications by 2.5% over FY 2014.	1. Determine baseline and document goal.	July 30, 2014	1. 2014 baseline \$2,030,004
				2. First Quarter Progress	September 30, 2014	2.
				3. Second Quarter Progress	December 31, 2014	3.
				4. Third Quarter Progress	March 31, 2015	4.
				5. Fourth Quarter Progress	June 30, 2015	5.
	B6, B7, B8	S4, H2, H5	2. By January 1, 2015, develop, revise, or review 8 Barton policies and procedures (related to grants administration and other types of financial assistance) to comply with new OMB Omni Circular requirements.	1. Attend Omni Circular Training; RE: OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	By September 30, 2014	1.
				2. Develop or revise required policies and procedures to meet OMB requirements	By October 15, 2014	
				3. Submit to Dean of Administration and Director of Human Resources for draft preview	By October 31, 2014	
				4. Submit new or revised policies for Barton review process as per Barton Procedure 2101.	By November 7, 2014	2.
				5. Identified policies and procedures adopted	By December 19, 2014	3.
				6. Barton is in compliance with OMB written policy and procedure requirements	By January 1, 2015	4.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p data-bbox="149 721 344 789">Institutional Advancement</p> <p data-bbox="170 834 323 902">Darnell Holopirek</p>			1.	1.		1.
			2.	1.		1.
			3.	1.		1.
			4.	1.		1.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Information Services Area</p> <p style="text-align: center;">Charles Perkins</p>	B7e	Technology Investment Student Satisfaction	1. Connecting student information with online enrollment system	1. Retrieve accurate Banner data to import to Genius	August 2014	1.
				2. Build Look-up Report / Determine if student is already in Banner system.	September 2014	2.
				3. Build report to check on discrepancies, duplication, etc.	October 2014	3.
			2. Assist the Associate Dean of Distance Learning in testing new LMS and alternative enrollment systems	1. Connecting into Banner	February 1, 2015	1.
				2. Allow for last minute enrollments	February 1, 2015	2.
				3. Meets online students/faculty/administration specifications	February 1, 2015	3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">FR Learning Services &amp; Military Operations Division</p> <p style="text-align: center;">Ashley Arnold</p>			1.	1.		1.
				2.		1.
						2.
			2.	1.		1.
				2.		2.
				3.		3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p>Technical &amp; Military Education Division</p> <p>Bill Nash</p>			1.	1.		1.
				2.		2.
				3.		3.
			2.	1.		1.
				2.		2.
			3.	1.		1.
				2.		2.
				3.		3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p><b>Workforce Training and Community Education Division</b></p> <p><b>Elaine Simmons</b></p>			<p>1. Identify career technical programming opportunities</p>	<p>1. Seek unique programming opportunities to add to Barton's existing career technical programs</p>	<p>6/30/15</p>	
				<p>2. Enhance current career technical programs with alternate delivery options and programming collaborations</p>	<p>6/30/15</p>	
			<p>2. Increase student participation in industry certification and/or credentials</p>	<p>1. Address program and/or course scheduling to assist with the completion of certification or credentials</p>	<p>6/30/15</p>	
				<p>2. Improve tracking and reporting of industry certification and/or credentials</p>	<p>6/30/15</p>	

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Academic Division  Rick Abel			1.	1.		1.
				2.		2.
				3.		3.
			2.	1.		1.
				2.		2.
				3.		3.
			3.	1.		1.
				2.		2.
				3.		3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>Student Services Area</b></p> <p style="text-align: center;"><b>Angie Maddy</b></p>	<p style="text-align: center;">B1, B4, B5, B8</p>	<p style="text-align: center;">S1, S3, S4, A1-6, A8, P3 P4, H1, H3</p>	<p>1. Continue to review, revise, and/or develop select compliance related policies and procedures (i.e. Problem Resolution, Title IX Compliance items)</p>	<p>1. Identify target P/P and collect input from appropriate personnel</p>	<p>September 30, 2014</p>	<p>1.</p>
				<p>2. Develop revised procedure based on input and initial review by appropriate personnel</p>	<p>October 30, 2014</p>	<p>2.</p>
				<p>3. Move revised procedure through procedure process.</p>	<p>November 30, 2014</p>	<p>3.</p>
				<p>4. Publish approved revised procedure</p>	<p>December 15, 2014</p>	<p>4.</p>
				<p>5. Repeat process for new procedure in spring semester</p>	<p>Spring 2015</p>	<p>5.</p>
	<p style="text-align: center;">B1, B4, B5, B8</p>	<p style="text-align: center;">S1, S3, S4, A1-6, A8, P3 P4, H1, H3</p>	<p>2. Programming in place to evidence compliance with expanded SAVE Act and VAWA requirements.</p>	<p>1. Incorporate into orientation programming</p>	<p>By August 20, 2014</p>	<p>1. Completed</p>
				<p>2. Prepare information for website and include in Student Consumer information provided to students</p>	<p>By October 1, 2014</p>	<p>2.</p>
				<p>3. Work with appropriate personnel to develop programming ideas and prepare implementation for spring semester.</p>	<p>January 15, 2015</p>	<p>3.</p>
				<p>4. Prepare campus climate survey for fall 2015 move in</p>	<p>June 2015</p>	<p>4.</p>
				<p>6. Identify target P/P and collect input from appropriate personnel</p>	<p>September 30, 2014</p>	<p>5.</p>
				<p>7. Develop revised procedure based on input and initial review by appropriate personnel</p>	<p>October 30, 2014</p>	<p>6.</p>

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Distance Learning</p> <p style="text-align: center;">Ange Sullivan</p>			1.	1.		
				2.		2.
				3.		3.
				4.		4.
			2.	1.		1.
				2.		2.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p>Learning Resource Center</p> <p>ReGina Reynolds-Casper</p>	B3	A3, A6, A9, H3	1. Generate learning artifacts for instruction.	1. Obtain recommendations from Faculty Council, Division meetings, and implementation of faculty questionnaire.	Nov. 2014	1.
				2. Meet with administration to discuss expectations of library resources and services in regard support of faculty and accreditation.	Sept. 2014	2.
				3. Create and maintain instructional tools on internal web and cloud account.	May 2015	3.
	B2, B5	A1, A5, H5	2. Enhance Barton student experience implementing Professional Development Plan for library employees.	1. Enhance instructional, collaborative, and presentation skills by attendance of an accredited library conference and use of resources on PD website.	Dec. 2014	1.
				2. Increase knowledge and skills as it relates to electronic resources, technology, and customer service.	May 2015	2.
				3. Review and discuss progress at monthly meetings. Final evaluation of success being determined with customer satisfaction survey.	May 2015	3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Athletic Department Trevor Rolfs			1.	1.		1.
				2.		2.
				3.		3.
			2.	1.		1.
				2.		2.
				3.		3.