

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
Business Services Mark Dean	B8a	A3, A4, A6, A8 S3, S4	1. In FY 15, implement Level 2 insurance coverage under the provisions of the Affordable Care Act.	1. Set up plan and processes	11/1/2014	1.
				2. Coordinate and Implement additional coverage for employee groups	11/1/2014	2.
				3. Monitor continued compliance	06/30/15	3.
	B8a	A3, A6, A8 S3, S4	2. In FY 15, Complete Capital Projects	1. Work with the Architect, engineers, Contractors, and EMC Insurance	06/30/15	1.
				2. Maintain Schedule, review work, & work through construction challenges	06/30/15	2.
				3. Projects expected to be completed within contract provisions	06/30/15	3.
	B8a	A6, A8 S3, S4	3. In FY 15, the Office of Human Resources will bring up Agile Employee Onboarding.	1. Go through Agile Onboarding training and watch any available Onboarding videos	9/1/2014	1.
				2. Begin set-up of the Agile Onboarding system and develop written Onboarding instructions and strategies. Meet with others outside of HR who might be involved and/or benefit from the use of this system	12/1/2014	2.
				3. Implement the Agile Onboarding system	3/1/2015	3.
	B8a	A6, A8 S3, S4	4. In FY 15, the Office of Human Resources will begin imaging terminated employee personnel files.	1. Research/review records retention standards applicable to employee personnel file redaction	10/1/2014	1.
				2. Based on research/review, update composite personnel file listing and develop strategies for microfilming	12/1/2014	2.
				3. Implement the imaging of terminated personnel files.	3/1/2015	3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Grants Cathie Oshiro	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="149 719 344 789">Institutional Advancement</p> <p data-bbox="170 834 323 904">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	<p style="text-align: center;">Technology Investment Student Satisfaction</p>	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.
	B7e		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
FR Learning Services & Military Operations Division	B1, B2, B3, B4	H2, H3, H4	1. Perform Full Program Reviews of LSEC, CP, BSEP in FR and FLW	1. Identify classes which are not filling to capacity; alternate options when classes are available. Watch drop rates each cycle for each program, identify causes of student drops	Fall 2014 Jan 2015 April 2015 June 2015	1.
				2. Work side by side with other VP & Instructional Deans to ensure quantity and quality of programs is achieved	Sept 2014 Oct 2014 Dec 2014 Feb 2015 June 2014	1.
Ashley Arnold	B2, B3, B7, B8	H1, H2, H3, H4, K1	2. Full Credential Reviews of ALL Barton Faculty (Full time & Associate Faculty) in FR and FLW	1. Request transcripts from HR of each member of Faculty (FT and PT) in FR and FLW.	Fall 2014 Winter 2014/2015	1.
				2. Align credentials with classes taught by each instructor.	Fall 2014 Winter 2014/2015	2.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p>Technical & 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>Workforce Training and Community Education Division</p> <p>Elaine Simmons</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
<p style="text-align: center;">Academic Division</p> <p style="text-align: center;">Rick Abel</p>	B1a, B1c, B1d, B3, B7a	O1, O2 H3, H4 K1	1. Enhance Developmental Education (DE) services	1. Enhance the pass rate of students completing English DE courses	June 2015	1.
				2. Improve the retention of students pursuing English DE coursework	June 2015	2.
				3. Enhance the number of students successfully completing the English DE coursework series leading to transition into college-level coursework	June 2015	3.
	B1a, B3a, B3b, B3c, B3d	O1, O2 H2, H3, H4 K1	2. Enhance the Elementary Education program of study	1. Improve the enrollment of traditional students for Elem Ed on ground classes on the GB campus	June 2015	1.
				2. Improve the enrollment of non-traditional students for Elem Ed on ground classes on the GB campus	June 2015	2.
				3. Improve the transfer from Barton to 4-year institutions of Elem Ed students	June 2015	3.
	B1a, B1c, B4b, B7e,		3. Develop a First Year Experience (FYE) program	1. Establish a task force for research	Oct 2014	1.
				2. Task Force research established FYE models	Mar 2015	2.
				3. Task force design FYE model for BCC	June 2015	3.

Responsible Department/Area & Individual	Barton END	Strategic PD	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;">Student Services Area</p> <p style="text-align: center;">Angie Maddy</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>Distance Learning</p> <p>Ange Sullivan</p>	B1, B2, B3, B5, B7, B8	A1, A2, A8 H2, H3	1. Student Learning: Positively impact student learning in distance learning courses and programs	1. 95% of active instructors complete eCertification process	June 2015	
				2. Increase courses completing eCourse Improvement Process by 10%	June 2015	2.
				3. Increase percent of instructors using interactive technology tools	June 2015	3.
				4. Distance Learning staff will provide more “just-in-time” professional development opportunities for staff.	June 2015	4.
	B1, B2, B3, B5	A4, A5, A7 H5 K1	2. Service: To serve our varied markets and constituents well.	1. Enhance the use of the Live Chat feature.		1.
				2. Address needs of diverse populations.		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
<p style="text-align: center;">Athletic Department Trevor Rolfs</p>	<p style="text-align: center;">4, 5, 6, 8</p>	<p style="text-align: center;">A1, A2, A3, A4, A5, A6, A8, A9 H1, H3, H5 S1, S3</p>	<p>1. Assess continued enhancement possibilities for athletic facilities.</p>	<p>1. Evaluate current updates of athletic facilities to insure effectiveness.</p>	<p>January 2015</p>	<p>1.</p>
				<p>2. Assess future facility needs.</p>	<p>March 2015</p>	<p>2.</p>
				<p>3. Identify additional donors.</p>	<p>June 2015</p>	<p>3.</p>
			<p>2. Implementation of new sports program (Wrestling).</p>	<p>1. Insure facility infrastructure is in place for new program start-up.</p>	<p>November 2015</p>	<p>1.</p>
				<p>2. Identify coach to lead new program.</p>	<p>December 2015</p>	<p>2.</p>
				<p>3. Finalize scholarship allocation expectations.</p>	<p>March 2015</p>	<p>3.</p>
			<p>3. Extensive review of scholarship needs as it relates to Athletics.</p>	<p>1. Review current system of scholarship allocations.</p>	<p>January 2015</p>	<p>4.</p>
				<p>2. Identify ways to allow for additional scholarship value for student athletes.</p>	<p>April 2015</p>	<p>5.</p>