

# Barton Yearly College Plan 2013-2014

Goals appear by area in the following order:

1. Athletics
2. Business Services
3. Grants
4. Institutional Advancement
5. Information Services
6. Student Service & Instruction
  - a. Academics
  - b. Distance Learning
  - c. Fort Riley Learning Services & Military Operations
  - d. Learning Resources
  - e. Student Services
  - f. Technical Education
  - g. Workforce Training & Community Education

**Strategic KPI Categories:**

A = AQIP Categories

H = HLC Accreditation Criteria

K = KBOR 2020 Strategic Goal

S = Barton Success Plan

**Barton Success Plan**

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 AQIP Categories

- A1. Helping Students Learn
- A2. Accomplishing Other Goals
- A3. Understanding Stakeholders' Needs
- A4. Valuing People
- A5. Leading and Communicating
- A6. Supporting Institutional Operations
- A7. Measuring Effectiveness
- A8. Planning Continuous Improvement
- A9. Building Collaborative Relationships

## HLC Criteria

- H1. Mission & Integrity
- H2. Preparing for the Future
- H3. Student Learning & Effective Teaching
- H4. Acquisition, Discovery, and Application of Knowledge
- H5. Engagement & Service

## KBOR 2020 Strategic Plan Goals

- K1. Increase Higher Education Attainment
- K2. Improve Economic Alignment
- K3. Ensure State University Excellence

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Business Services  Mark Dean	B8	A3, A4, A6, A8 H1, H5 K3	1. Research and implement college compliance initiatives under the provisions of the Affordable Care Act.	1. Research compliance requirements	7/1/2013	1.
				2. Implement initiatives	11/2013	2.
				3. Monitor continued compliance	12/2013	3.
	B8	A3, A6, A8 H3, H2, H5 K3	2. Complete Board of Trustee's Capital Project initiatives	1. Work with the various Architects, engineers and contractors for each project.	6/30/2014	1.
				2. Maintain schedule, review work, and work through construction challenges.	6/30/2014	2.
				3. Projects expected to be completed within contract provisions	6/30/2014	3.
	B8	A6 H1, H2 K3	3. Complete indirect rate project and submit to Federal Government for analysis	1. Complete indirect rate documentation & submittal	12/31/13	1.
				2. Federal review and response.	6/30/2014	2.

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Grants Cathie Oshiro	B1, B2, B3, B4, B5, B6, B7, B8	S1, S2, S3, S4 H3, H4, H5 K1, K2, K3	1. Increase the number of private, state, and or federal applications by 2.5% over 2013.	1. Determine baseline and document goal.	July 30, 2013	1.
				2. First Quarter Progress	September 30, 2013	2.
				3. Second Quarter Progress	December 31, 2013	3.
				4. Third Quarter Progress	March 31, 2013	4.
				5. Fourth Quarter Progress	June 30, 2013	5.
	B1, B4, B5, B8	S1, S3, S4 H1, H2, H5 K1, K2, K3	2. Collaborate with Vice President and Dean of Student Services to review, revise, and/or develop select compliance related policies and procedures.	1. Research available training opportunities and attend training.	By September 30, 2013	1.
				2. Collaborate with VP and Dean of SS to identify schedule of relevant policies and procedures for review, revision, or development	By November 30, 2013	2.
				3. Research and develop drafts for selected policies and procedures	Monthly progress	3.
				4. Present to VP and Dean for review and revision.	Monthly progress	4.
				5. Follow institutional review and adoption procedure for each policy and procedure	Monthly progress	5.
				6. Identified policies and procedures adopted	June 30, 2014	6.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>Institutional Advancement</b></p> <p style="text-align: center;"><b>Darnell Holopirek</b></p>	B8	A2, A3, A4 S3, S4	1. Implement 2013-14 Strategic Plan to direct Institutional Advancement activities while enhancing Barton's annual plan.	1. Board of Directors approved and will monitor monthly the strategic plan.	6/30/14	
	B8, B6	A2, A3, A4, H1, H2, S3, S4	2. Coordinate with workforce training to secure financial resources for technical programming.	1. Research options to find new programs to enhance local and regional for employees and to increase our economic impact.	6/30/14	
	B8, B4	A2, A3, A4 H1, H2 S3, S4	3. Valuing people and understanding stakeholder's needs by leading and communicating	1. Meet with current and potential donors to engage their trust, friendship, & support	6/30/14	
	B6, B4	A2, A8, A9 S3, S4	4. Work with the College in upgrading or renovating facilities for the student's learning experience and the public to enjoy	1. Complete the renovation efforts of the lobby of the Fine Arts Building.	12/31/13	

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p>Information Services Area</p> <p>Charles Perkins</p>	B5	A6, A8 H2	<p>1. Setup the new dorms network connectivity and other information services related issues</p>	<p>1. Establish basic internet connection</p>	6/30/14	1.
				<p>2. Put wireless throughout area</p>	6/30/14	2.
			<p>2. Institutional Research unit within the Information Services Department will begin changing the way data is presented to all stakeholders by creating infographics. We believe this change will better inform and help users of data understand trends.</p>	<p>1. Produce first report for review</p>	9/3/13	<p>1. We have begun the process with Board END reports and plan to expand to other areas as we learn how to create infographics</p>

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>FR Learning Services &amp; Military Operations Division</b></p> <p style="text-align: center;"><b>Gene Kingslien</b></p>	B1, B2, B3	A1, A2, A3, A7 H3, H4 K1 S1, S3	1. For veterans and military personnel using TA and VA, improve success and retention rates. Success rate will be measured by improved GPA and reduction in drops	1. Increase focus on student's performance by providing the TA/VA students with GPA from 1.5 to 2.0 with a specific instructor as an advisor at the end of each LSEC and College Cycle.	Sep 2013 Oct 2013 Dec2013 Feb 2014 April 2014 May 2014 July 2014	1.
				2. Identifying resources available to students and acceptable options for soldiers required to participate in field exercises during the course.	Sep 2013 Oct 2013 Dec2013 Feb 2014 April 2014 May 2014 July 2014	2.
	B1, B2, B3	A1, A2, A3, A7 H3, H4 K1 S1, S3	2. Increase the success rate of students enrolled in developmental courses and the transitioning from DE course to Main courses. Developmental courses are Math 1809 and 1821 with the final course either Math 1206/1824 or Math 1828 based on the students' degree plan. Success will be receiving a C or above for the course.	1. Identify students not attending class and have instructor and advisor discuss the options with the student at the end of the 2 <sup>nd</sup> week of class.	Sep 2013 Oct 2013 Dec2013 Feb 2014 April 2014 May 2014 July 2014	1.
				2. Identify resources available to students.	Sep 2013 Oct 2013 Dec2013 Feb 2014 April 2014 May 2014 July 2014	2.
				3. Develop schedules for students to continue with the transition to completion of transfer course.	Sep 2013 Oct 2013 Dec2013 Feb 2014 April 2014 May 2014 July 2014	3.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<b>Technical &amp; Military Education Division</b>  <b>Bill Nash</b>	B1	A3 H2 K2 S3	1. Expand OSHA Program Offerings	1. Schedule/Conduct 43 OSHA classes at GVP	August 20 13- August 2014	1.
				2. Offer Classes through HOST sites.	August 20 13- August 2014	2.
				3. Offer OSHA Certificates	August 20 13- August 2014	3.
	B1	A3, A9 H2 K1 S1	2. Increase Military Certificate program Completion	1. Increase awareness of the certificate program through MTC briefing for Military schools and MOST classes.	January 2014	1.
				2. Enhance advisor contact with students taking 6 or more MILT classes.	January 2014	2.
	B1	A3, A9 H2 K2 S2	3. Expand the Military Onsite Training program, MOST	1. Increase the awareness of the MOST program through installation marketing.	May 2014	1.
				2. Establish (re-establish) connections with National Guard.	May 2014	2.
				3. Increase enrollments/number of classes offered	May 2014	3.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p><b>Workforce Training and Community Education Division</b></p> <p><b>Elaine Simmons</b></p>	B1	S1, H3, K1	1. Increase the number of ABE participants	<ul style="list-style-type: none"> <li>Enhance awareness of ABE/ASE services through increased marketing</li> <li>Target outreach to the service area Hispanic population</li> <li>Refinement of service delivery to inmate populations</li> </ul>	6/30/14	<ul style="list-style-type: none"> <li>Radio Ads in Conjunction with State-up/Orientation Weeks</li> <li>Hosting Great Bend Chamber Coffee – September 12<sup>th</sup></li> <li>Plans for New Signage on Building (1025 Main)</li> </ul>
				<ul style="list-style-type: none"> <li>Integrate GED graduation into Barton’s commencement ceremony</li> <li>Create strategies to assist GED completers with transition to post-secondary certificate and degree programs</li> </ul>	6/30/14	<ul style="list-style-type: none"> <li>Involvement of Admissions in recruitment of ABE/ASE participants</li> </ul>
	B2	S1, H2, K1	2. Increase student participation in seeking third-party technical program certification and licensure credentials	<ul style="list-style-type: none"> <li>Increase student awareness of the benefits of seeking certification and licensure credentials</li> <li>Address program and/or course scheduling to assist completion of credentials</li> <li>Study inclusion of exam fees into courses, i.e. student fees to assist with financial aid eligibility and student’s pursuing exam completion</li> </ul>	6/30/14	1.
				<ul style="list-style-type: none"> <li>Develop in cooperation with IR a less laborious tracking system to record student credential completion; monitor participation</li> </ul>	6/30/14	2.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>Academic Division</b></p> <p style="text-align: center;"><b>Rick Abel</b></p>	1, 3,7	A1, A2, A3, A7, A8 H3, H4 K1 S1, S3	1. Enhance Developmental Education (DE) Services	1. Enhance the pass rate of students completing individual DE courses	June 2014	1.
				2. Improve the retention of DE students pursuing DE coursework	June 2014	2.
				3. Compare the success rate (pass and retention) of DE students enrolled in traditional and re-designed DE sections	June 2014	3.
	1, 3	A1, A3, A7, A8, A9 H2, H3, H4 K1 S1, S3	2. Enhance the Performing Arts program (Music, Theatre, Dance)	1. Increase the enrollment for all PA classes	June 2014	1.
				2. Improve the retention of students pursuing A.A. degrees in PA leading to completion of program of study and successful transfer.	June 2014	2.
				3. Increase the number of College to University articulation agreements for PA students	June 2014	3.
	1, 3	A1, A3, A6, A7, A8, A9 H2, H3, H4 K1 S1, S3	3. 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 2014	4.
				2. Improve the enrollment of non-traditional students for Elem Ed on ground classes on the GB campus	June 2014	5.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
Student Services Area  Angie Maddy	B 1, B3	S1, S3, S4 K1 H3	1. Develop, pilot, and begin implementation of student Athlete Academic Progress reporting system	1. Identify target program	July 30, 2013	1. Completed; Track & Field program
				2. Pull initial data and work with coaches to identify options, possibilities, and any weaknesses in reporting mechanism	September 15, 2013	2.
				3. Present plan to FC members representing GB campus as informational item & for input	September 30, 2013	3.
				4. Pilot the system, providing bi-monthly reporting to athletic program	December 31, 2013	4.
				5. Identify additional athletic programs to participate & add to pilot	February 28, 2014	5.
	B1, B4, B5, B8	S1, S3, S4 H1, H2, H5 K1, K2, K3	2. Collaborate with Vice President and Dean of Student Services to review, revise, and/or develop select compliance related policies and procedures.	1. Research available training opportunities and attend training.	By September 30, 2013	7.
				2. Collaborate with VP and Dean of SS to identify schedule of relevant policies and procedures for review, revision, or development	By November 30, 2013	1.
				3. Research and develop drafts for selected policies and procedures	Monthly progress	2.
				4. Present to VP and Dean for review and revision.	Monthly progress	3.
				5. Follow institutional review and adoption procedure for each policy and procedure	Monthly progress	4.
				6. Identified policies and procedures adopted	June 30, 2013	5.

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<p style="text-align: center;"><b>Distance Learning</b></p> <p style="text-align: center;"><b>Ange Sullivan</b></p>	B1, B7	A1, A3, A5, A8, A9  H2, H3  K1	1. Enhance online course efficiency and delivery	1. Increase enrollment of high school students through SB#155	June 2014	1.
				2. Increase overall student enrollment and online retention from course start date to course end.	January 2014 June 2014	2.
				3. Implement Genius Student Information System for enrollment and student contact.	January 2014	3.
				4. Implement other course delivery methods.	June 2014	4.
	B1, B8	A1, A2, A6, A8  H2, H3, H4  K1	2. Develop an institutionalization plan to embed Title III initiatives into the fabric of the College.	1. Create continuous improvement model for distance learning instructors.	June 2014	1.
				2. Determine which software and technology is needed for future distance learning initiatives.	June 2014	2.

Responsible Department/Area & Individual	Barton END	Strategic KPI	Objective	Performance Indicators (PI)	Target Date	PI Outcome
<p style="text-align: center;"><b>Learning Resource Center</b></p> <p style="text-align: center;"><b>ReGina Reynolds-Casper</b></p>	3	H3, S1,	1. Provide resources for faculty to use for f2f, hybrid, and online course shells.	1. Create an introduction to library video.	Oct. 2013	1.
				2. Transfer content of information literacy tutorials to a cloud platform.	Jan. 2014	2.
				3. Create customized resources for faculty upon request.	Apr. 2014	3.
				4. Solicit input from Library Advisory Board members.	Apr. 2014	4.
	3	H3, H2, S4	2. Maintain library resources and services to ensure accreditation and curriculum needs are met.	1. Create Library Advisory Board and meet once per term to gather input regarding accreditation and curriculum needs.	Oct. 2013	1.
				2. Solicit input from program coordinators as library updates specific areas of its collection coordinators are experts in.	Apr. 2014	2.
				3. Meet with Faculty Council to solicit input regarding what they need the library to provide to support their students and courses.	Feb. 2014	3.

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<p style="text-align: center;"><b>Athletic Department</b></p> <p style="text-align: center;"><b>Trevor Rolfs</b></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. Institute Strategic Plan for improvement of athletic facilities.</p>	<p>1. Finalize needs assessment and establish priorities.</p>	<p>January 2014</p>	<p>1.</p>
				<p>2. Identify potential donors.</p>	<p>May 2014</p>	<p>2.</p>
				<p>3. Facilitate fundraising plan and set timeline for identified projects.</p>	<p>June 2014</p>	<p>3.</p>
			<p>2. Assessment &amp; Viability Study of additional sports programs at Barton CC.</p>	<p>1. Identify possible sports programs that may be beneficial to Barton as a whole.</p>	<p>February 2014</p>	<p>1.</p>
				<p>2. Identify Title IX implications.</p>	<p>March 2014</p>	<p>2.</p>
				<p>3. Organize scholarship allocation procedures.</p>	<p>June 2014</p>	<p>3.</p>