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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Monday, July 11, 2022 |
| Time | 1:30-3:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | o | Claudia Mather | | | x | Kurt Teal |
| o | ~~Angie Maddy~~ | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| HLC Site Visit – October 24-25, 2022  **Follow-up Topics**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (summer 2022) – August 26 * Instructional Reviews   + Goal Reports (2020-2022 and 2021-2023) – September 1 * Strategic Plan   + FY 23 Strategic Planning     - Confirm 1st Round Priorities     - Remaining Funds – Additional Priorities * Quality Course Review Rubric Pilot * There are six volunteers and they want twenty for the pilot * Labster * FR/FL/GVP/GB Course Collaboration * Student Maximum Course Enrollment Guidelines   + New Form – Waiting on Zach   + Implementation Timeline – Spring 2023   + Promotion of Guidelines     - Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other   + Automated process for monitoring student enrollment within the maximum course enrollment guidelines * Summer FT Openings * LICC Structure   **Procedure Work**   * Procedure #2470 – Intellectual Property – update sent to Mark Dean/Attorney * Procedure #2511 – Grade and Attendance – sent to Faculty Council 6/23 * Procedure #2520 – Academic Freedom – Sent to Faculty Council 6/1 * Procedure #2466 – Adjunct Faculty/Overload Compensation – Sent to Jenna (HR) 6/27/Out for Comments * Faculty Employment Procedure (workload) – new draft * July 25 Meeting (Student Problem Resolution, Academic Integrity, Student Code of Conduct, Grade & Degree Revocation and Degree Revocation)   **New Topics**   * VidGrid Discussion * Elaine will follow up with Claudia * FY 23/2022-2023 Themes & Goals * Grand Canyon Articulation Agreement * Students can start taking Grand Canyon classes, through the 2+2 agreement, while still at Barton and receive a reduced rate. * Students can work on a Bachelor degree and a RN to MSN through this agreement. | | | | | | | | | |  |
| **Projects**   * Programming   + New for Fall 2022     - Digital Communications     - STEM/Stem Education     - Pre-Professional Healthcare     - Cybersecurity   + Closure     - Corrections Program Closure/Maintain Individual Courses for Transient Population/Connecticut Contact   + New Development     - Dance Education     - Welding Expansion     - Nursing (PN & RN) @ Pratt Community College     - CNH Technician Training     - Entrepreneurship Boot Camp   **Procedures**   * + ~~Finals (New)~~   + ~~2615 Student Problem Resolutio~~n   + ~~1105/2100 Inclement Weather~~   + ~~1500/2500 Academic Assessment & Placement~~   + ~~1150/2140 Camps/Leagues~~   + 1476/2466 Adjunct Faculty Compensation   + 1503/2503 Academic Clemency (expunge XF?)   + 1520/2520 Academic Freedom   + ~~1501/2501/2502 Academic Integrity~~   + 1516 Alternative Delivery Methods   + 1515/2515 Arranged and Late Starting Classes   + ~~1535/2535 Children in the Classroom~~   + ~~1504/2525 College to University Articulation Agreements~~   + ~~1530/2530 Course Attendance~~   + 1504/2525 Course/Program Development & Management   + 1502/2540 Credit Hour Allocation   + 1505/2506 Degree Revocation   + 1517/2517 Directed Independent Study Enrollees   + 1510/2510 Examinations   + ~~1451/2465 Faculty Employment Qualifications~~   + ~~1465/2481 Faculty Evaluation Process~~   + 1511/2511 Grade & Attendance Reporting   + 1505/2505/2506 Grade and Degree Revocation   + 1506/2507 Honorary Degree   + 1502/2540 Instructional Program   + 1463/2470 Intellectual Property   + 1510/2510 Proctored Examinations   + 1410/2426 Sabbatical Leave   + ~~1420/2435 Barton Distinguished Instructor Awards~~ | | | | | | | | | |  |
| **Action Items:**  Instructional Themes & Goals:  Theme #1   * WTCE will complete the onboarding checklist with their new faculty/staff * Academics will complete the onboarding checklist and the Performing Arts faculty will have a retreat * August 11th will be the orientation for Instructions new staff and faculty * Elaine will talk to Jenna and see if she wants part of the mentoring project * She will then talk to supervisors asking for volunteers for a meeting   Theme #2   * Elaine would like to organize professional development on Diversity, Equity and Inclusion * Continue to “push” for faculty to collaborate and mentor within like disciplines   Theme #4   * Looking at and proposing apprenticeship opportunities   Theme #5   * KBOR will resume meeting in September * Continue working on shared campus opportunities, non-credit Customer Service online | | | | | | | | | |  |

**Next Meetings**

**July 18 & August 1 – Dean’s Council (Accreditation)**

**August 3 - Dean’s Council**