



## *HLC Accreditation Evidence*

- Dean's Council Meeting Notes Example

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Vice President of Instruction



Agenda/Minutes	
Team Name	Dean's Council Minutes
March	Thursday, August 25, 2022
Time	2:30-4:30p.m.
Location	Zoom

Facilitator	Elaine Simmons			Recorder	Denise Schreiber		
Team members					Present X	Absent O	
x	Brian Howe	x	Kathy Kottas	x	Claudia Mather	x	Kurt Teal
x	Angie Maddy						

Guests							
x	Matt Connell						

Topics/Notes							
Diversity, Equity & Inclusion <ul style="list-style-type: none"> <li>Professional development/training in the Faculty <u>Bootcamp</u>, Quality Course Rubric, Instructional Excellence Academy and Course Binder</li> <li>Insight for professional development seminars, webinars, etc. for our team as well as the instructional system.</li> </ul>						Dean's Council & Matt	
Quality Course Review Rubric Pilot Update <ul style="list-style-type: none"> <li><b>Matt is still experimenting with his courses and will move on to the pilot rubric usage</b></li> </ul>						Matt	
VidGrid Update <ul style="list-style-type: none"> <li><b>Claudia and Matt will begin work on a timeline between VidGrid and YuJa</b></li> <li><b>Go live with both systems January 1, 2023 with training during the Spring 2023 semester and around May 20, 2023 cut VidGrid off and it will expire July 1, 2023</b></li> <li><b>Information Technology will pay for both systems for one year (VidGrid and YuJa)</b></li> </ul>						Claudia & Matt	
HLC Site Visit – October 24-25, 2022							
<b>Follow-up Topics</b>							
<ul style="list-style-type: none"> <li>Evaluations/Appraisals               <ul style="list-style-type: none"> <li>Staff – Anniversary Month (Ongoing)</li> <li>Adjunct (summer 2022) – August 26</li> </ul> </li> <li>Instructional Reviews               <ul style="list-style-type: none"> <li>Goal Reports (2020-2022 and 2021-2023) – September 1</li> </ul> </li> <li>Strategic Plan               <ul style="list-style-type: none"> <li>FY 23 Strategic Planning                   <ul style="list-style-type: none"> <li>1<sup>st</sup> Round Awards – Coming Soon!</li> <li>Remaining Funds – Additional Priorities</li> </ul> </li> </ul> </li> <li><del>FR/FL/GVP/GB Course Collaboration</del></li> <li>Student Maximum Course Enrollment Guidelines               <ul style="list-style-type: none"> <li>New Form Edits</li> <li>Implementation Timeline – Spring 2023</li> <li>Lori's Feedback</li> <li>Promoting Guidelines</li> </ul> </li> </ul>							

<ul style="list-style-type: none"> <li><del>e 1535/2535 Children in the Classroom</del></li> <li><del>e 1504/2525 College to University Articulation Agreements</del></li> <li><del>e 1530/2530 Course Attendance</del></li> <li><del>o 1504/2525 Course/Program Development &amp; Management</del></li> <li><del>o 1502/2540 Credit Hour Allocation</del></li> <li><del>e 1505/2506 Degree Revocation Discontinued 7/26/22</del></li> <li><del>o 1517/2517 Directed Independent Study Enrollees</del></li> <li><del>o 1510/2510 Examinations</del></li> <li><del>e 1451/2465 Faculty Employment Qualifications</del></li> <li><del>e 1465/2481 Faculty Evaluation Process</del></li> <li><b>o 1511/2511 Grade &amp; Attendance Reporting</b></li> <li><b>o 1505/2505 Grade Revocation</b></li> <li><del>e 1505/2506 Degree Revocation Discontinued</del></li> <li><del>o 1506/2507 Honorary Degree</del></li> <li><del>o 1502/2540 Instructional Program</del></li> <li><b>o 1463/2470 Intellectual Property</b></li> <li><del>o 1510/2510 Proctored Examinations</del></li> <li><del>o 1410/2426 Sabbatical Leave</del></li> <li><del>o 1420/2435 Barton Distinguished Instructor Awards</del></li> <li><del>e Procedure #2615 Student Problem Resolution</del></li> </ul>	
<p><b>FY 23/Academic Year 2022-2023 Instructional Themes &amp; Goals</b></p> <p><b>Theme #1</b>  <b>Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)</b></p> <ul style="list-style-type: none"> <li>• Refine onboarding, orientation and professional development activities to promote employee development and retention</li> <li>• Identify and prepare to pilot an instructional employee mentoring program</li> <li>• Research and implement the College-wide Innovation Project</li> </ul> <p><b>Theme #2</b>  <b>Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)</b></p> <ul style="list-style-type: none"> <li>• Provide faculty training on teaching and learning strategies, including but not limited to: Diversity, Equity and Inclusion, course design/quality course rubric and course binder project</li> <li>• Provide resources and encourage opportunities for faculty collaboration</li> </ul> <p><b>Theme #3</b>  <b>Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C; Barton Core Priority Emphasize Institutional Effectiveness)</b></p> <ul style="list-style-type: none"> <li>• Collaborate with Institutional Research to improve the process of requesting and receiving data</li> <li>• Incorporate data research and information into innovation programs and services</li> </ul> <p><b>Theme #4</b>  <b>Prioritize student success strategies (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)</b></p>	

<ul style="list-style-type: none"> <li>▪ Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other</li> <li>• <del>Systemwide</del> General Education Program</li> <li>• <b>Brian will work on some bullets of information and bring back to Dean's Council</b></li> </ul> <p><b>Procedure Work</b></p> <ul style="list-style-type: none"> <li>• Procedure #2470 – Intellectual Property – sent to Faculty Council 7/11; Faculty Council Will Review in September</li> <li>• Procedure #2511 – Grade and Attendance – sent to Faculty Council 6/23; Faculty Council Will Review in September</li> <li>• Procedure #2520 – Academic Freedom – Sent to HR 8-24-22</li> <li>• Faculty Employment Procedure (workload) – Sent to HR 8-24-22</li> <li>• Faculty Council has minor changes to the Distinguished Instructor Procedure - forthcoming</li> <li>• Procedure #2502 – Academic Integrity Updates – addressing at September 7<sup>th</sup> meeting (including discussion on "On my honor as a Cougar...")</li> <li>• Procedure #2506 – Degree Revocation – this procedure was discontinued; degree revocation action will be added to procedure #2505 (see below)</li> <li>• Procedure #2505 Grade and Degree Revocation – Sent to Faculty Council 8/14; Faculty Council will review in September</li> <li>• Procedure #2503 – Academic Clemency – Sent to Faculty Council 8/14; Faculty Council will review in September</li> </ul> <p><b>New Topics</b></p> <ul style="list-style-type: none"> <li>• Policy #1515 – Arranged and Late Starting Classes – <b>Discontinue</b></li> <li>• Procedure #2515 – Arranged and Late Starting Classes – <b>Discontinue</b></li> <li>• Policy #1516 – Alternative Delivery Methods – <b>Discontinue</b></li> <li>• Syllabus Situation</li> <li>• Help Desk – Transition to Student Services/Instruction (Level #1)</li> </ul>	
<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Programming <ul style="list-style-type: none"> <li>○ Dance Education</li> <li>○ Welding Expansion</li> <li>○ Nursing (PN) @ Pratt Community College</li> <li>○ CNH Top Technician Training</li> <li>○ Entrepreneurship Boot Camp</li> </ul> </li> </ul> <p><b>Procedures</b></p> <ul style="list-style-type: none"> <li>○ <b>Faculty Employment (New)</b></li> <li>○ <del>Finals (New)</del></li> <li>○ <del>2615 Student Problem Resolution</del></li> <li>○ <del>1105/2100 Inclement Weather</del></li> <li>○ <del>1500/2500 Academic Assessment &amp; Placement</del></li> <li>○ <del>1150/2140 Camps/Leagues</del></li> <li>○ <del>1476/2466 Adjunct Faculty Compensation</del></li> <li>○ <b>1503/2503 Academic Clemency (expunge XF?)</b></li> <li>○ <b>1520/2520 Academic Freedom</b></li> <li>○ <del>1501/2501/2502 Academic Integrity</del></li> <li>○ <b>1516 Alternative Delivery Methods</b></li> <li>○ <b>1515/2515 Arranged and Late Starting Classes</b></li> </ul>	