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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Monday, January 22, 2024 |
| Time | 2:00-3:30p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
		- I have seven in my account to address.
	+ January 5 – Fall Adjunct Faculty
		- I have six left to address.
	+ March 1 – 1st/2nd/3rd Year Full-Time Faculty (fall & spring visits, evaluation & recommendation form)
		- Recommendation form is submitted to me prior for review and signature prior to uploading
		- Recommendation form needs to be removed from faculty view
	+ March 1 – 4th Year Tenured Faculty/5th Year and Beyond Tenured Faculty Per Three Year Cycle (spring visit and evaluation)
	+ **There is no padding on this deadline – I must have all the evaluations by March 1st or before.**
* **Instructional Reviews**
	+ 2022-2024/2023-2025 Goals Due – February 1st
* **Strategic Planning (Fiscal Year 25 (January 1, 2024-June 30, 2025)**
	+ The process of identifying requests for financial resources should be thoughtful and planning should consider the following:
		- How does your request align with the College’s strategic plan (linked below)?
		- Does your request address any of instruction’s current strategic themes and goals (attached)?
		- Is your request a result of identified needs through the instructional review process?
		- Is your request guided by opportunities for program/discipline development or modifications that would attract students to the College and your specific area?
		- Most importantly, does your request prioritize student learning? Have you studied the results of course, co-curricular and program level assessment and identified needs?
	+ **Amended: strategic plans** **are to be submitted to me no later than Friday, February 16, 2024, but I would take them earlier if complete.**
	+ If you are requesting **technology**, please submit a technology request form a **minimum of three weeks in advance of the strategic** plan deadline to request a quote. **Requested items submitted without a quote will not be considered.**
	+ If your requests are associated with **facilities**, please contact VP Dean a **minimum of three weeks in advance of the strategic plan deadline** to discuss the project and get a quote.  **Requested items submitted without a quote will not be considered.**
	+ If you are requesting **personnel**, please contact Jenna Hoffman a **minimum of three weeks in advance of the strategic plan deadline** to get information on salary & benefits. **Requested items submitted without salary/benefit information will not be considered.**
* **Policies & Procedures**
	+ Procedure $#2511 Grade & Attendance/Incomplete Form
	+ Review, procedure will be finalized at the next Dean’s meeting
* **Instructional Standards**
	+ Faculty Handbook
	+ Job Description Updates
	+ Evaluation Updates
* **Upcoming Meetings**
	+ January 23 – Board of Trustees Meeting
	+ January 24 – Budget Discussion with VP Dean (Transition from Development Education to Co-Requisite Education)
	+ January 24 – Compliance Processes Meeting
	+ January 25 – General education Webpage Workgroup Meeting
	+ January 26 – Barton Leadership Institute
	+ January 29 – Professional Development Steering Council
	+ January 29 – FLAC Meeting
	+ January 30 – OER Extended Plan Meeting
	+ January 30 – Dr. Heilman Retirement Planning Meeting
	+ January 30 – Academic Calendar & Scheduling Committee Meeting
	+ January 31 – AI in the Workforce Webinar
	+ January 31 – Inhouse Supervisory Development Series
	+ January 31 – Centriq Discussion
	+ February 2 – KCCLI – College President/VP President Relationship
	+ February 5 – Instructional Standards Meeting
	+ February 5 – Instructional Council Meeting
	+ February 6 – Innovation Workshop – Solving for Students (High School) Follow-up Meeting
	+ February 6 – Community Health Worker Program (KDHE) Meeting
	+ February 6 – OAC Meeting
	+ February 7 – PTP
	+ February 7 – Special Populations Survey Questions/Perkins Meeting
	+ February 8 – KDOC Quarterly Meeting
	+ February 12 – Coding of Academic Certificates Meeting
	+ February 13 – Accreditation Committee Meeting
	+ February 13 – Board Study Session
* **Competency Based Education – All**
	+ Potential CBE programs:
	+ Programs: Adult Healthcare, AEMT, EMT, Applied Technology Military, Carpentry, CMA, CNA, CDL, OSHA, HZMT, EMHS, MLT, Technical Theatre, Phlebotomy FR
	+ Certs: MLT, Natural Gas, OSHA, AEMT, EMT, Paramedic, Networking Cert, Welding, Aviation, Theatre Tech
	+ Myrna suggested a small vocational program to start with that partners with industry and industry give us the content.
	+ For a credit-based approach, the first two programs go through HLC
	+ Kathy, get Claudia the information that she needs for WTCE programs/certs
	+ Kathy thinks that Welding is a good place to start. Kurt and Brian will provide Claudia with information
	+ Timeline
* **Continuity Books**
* **Supervisory Training – Meeting Postponed to January 31st**
	+ Draft Topics
		- Policies & Procedures
		- Performance Appraisals/Faculty Evaluations
		- Communication & Documentation
		- Hiring & Orientation
		- Discipline, Performance Plans & Termination
		- Managing Projects, Programs & People
			* Weave in Establishing & Leading Goals
			* Weave in Delegation
		- Conflict Management
		- Work Environment & Teams
		- Continuity Books
		- Job Descriptions
		- Dress Code/Work Attire
* **New Topics**
	+ Barton County Campus Bookstore – Feedback from VP Dean
	+ Elaine will check to see if there needs to be a meeting on this subject
	+ General Education Coursework – Opportunity for Changes (2/1/24)
	+ Check LICC meetings for new courses that need to be added
	+ Presidential Search Discussion
	+ 2023-2024 Themes & Goals
		- Reporting – Submit by January 31
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| Programming* CNH Industrial Top Technician Training
* FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials, Health Care Proposal
* FR – Pharmacy Technician, Nurse Aide, Medication Aide, EMT, AEMT & Phlebotomy
* Scales Technician @ Grandview
* Technical Theatre
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| **FY 24/Academic Year 2023-2024 Instructional Themes & Goals****Theme #1****Maximize the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)*** Support the implementation of the Innovation Initiative – Claudia Mather
* Launch continuity planning across the instructional system – Dean’s Council
* Inventory college processes via the Programs Topics and Processes committee – PTP (scheduling process)
* Complete the Ag complex campaign – Kathy Kottas

**Theme #2****Foster a synergistic system-wide teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)*** Provide faculty training on teaching and learning strategies – The Center
* Encourage opportunities for faculty collaboration – Dean’s Council
* Incorporate instructional standards into faculty orientation and throughout the instructional system – Dean’s Council (job description/evaluations)

**Theme #3****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)*** Collaborate with Institutional Effectiveness to improve the process of requesting, receiving and analyzing data – Dean’s Council
* Incorporate data research to innovate programs and services – Dean’s Council
* Research competency-based education – The Center

**Theme #4****Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance – Academic Development Center
* Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students – Dean’s Council and Lee Miller
* Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education) – Brian Howe and Instruction

**Theme #5****Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)*** Utilize the instructional review process to strengthen current programs – Dean’s Council
* Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings. – Dean’s Council
* Maintain and build business & industry and community partnerships – Kathy Kottas
* Research the college’s ability to serve as an intermediary for registered apprenticeships – Kathy Kottas
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| **Action Items:*** Elaine will send a note out to supervisors to inventory forms
* The Dean’s are sending out 315 congratulations cards for the Dean’s list
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**Next Meeting – February 14**