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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 X  Absent 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 | | | | | | | | | |  |
| 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 | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **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 | | | | | | | | | |  |

**Next Meeting – February 14**