|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, January 4, 2024 |
| Time | 1:30-3:00p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ January 5 – Fall Adjunct Faculty **(received 16 on Wednesday, January 3rd)**
	+ 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
	+ 2023-2025 Reviews - what worked, what didn’t work, and what should we focus on for the future.
	+ Kurt was only provided the data sheet for two programs (he should have gotten four), one of the ones he received was inaccurate. He had to generate three data sheets himself.
	+ Brian had a few small data inaccuracies, there was a financial issue. Courses were being selected that he did not ask to be selected. He was not excited about the analysis on the data sheets, he was told to calculate some things that should have been calculated already.
	+ Elaine saw no IE analysis.
	+ Kathy still has numbers that do not add up (the data does not reflect the number of students that the class actually have).
	+ Brian thought the timeline was good
	+ The group will push to get the form automated
* **Strategic Planning (Fiscal Year 25 (January 1, 2024-June 30, 2025)**
	+ Message sent December 1
	+ 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?
	+ **Strategic plans** **are to be submitted to me no later than Friday, February 2, 2024.**
	+ Elaine will send a note to Renee and Mark to see if there is more time in the timeline
	+ 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.**
* **Syllabus Update**
	+ VP Message sent December 1st
	+ Things to Remember (all supervisors)
		- All courses are expected to have a course syllabus.  This applies to classes offered at all four campus locations, online, at our early college experience centers, correctional facilities and outreach centers.  This applies to all faculty – full-time and adjunct.
		- Instructional supervisors will conduct spot checks on the availability of course syllabi associated with all classes. Concerns should be addressed with the faculty member and also documented in evaluations is applicable to the review timeframe.
		- Once a CRN is assigned to a course, there is an automatic feed that opens access to the syllabus. We **require the preparation of course syllabi in advance of the first day of class** and we encourage early posting of course syllabi. Early posting provides students an opportunity to learn more about courses in advance of enrollment. If faculty members plan to get their syllabi posted early, they should use the following guidelines as to when that process may begin:

Fall Term – May 1, Spring Term – October 1 and Summer Term – March 1.* **Policies & Procedures**
	+ Alternate Work Location Procedure – Comments addressed yesterday by the working group – responses will be shared by Director of HR. First review should take place at January President’s Staff meeting.
		- When the procedure is approved through President’s Staff there should be a meeting of supervisors to be sure they understand the modified procedure
	+ Procedure $#2511 Grade & Attendance
		- Sent Edits to Lori 11/17/2023; Lori approved
		- Assigned Sarah to address updates on Incomplete Form
* **Instructional Standards**
	+ Message to Faculty – sent November 30th with highlight in New Year’s message
	+ Faculty Handbook
	+ Job Description Updates
	+ Evaluation Updates
* **Upcoming Meetings**
	+ January 8 – Dr. Durrett Meeting (Kottas)
	+ January 8 – Solving for Student Issues Workshop Follow-up (Maddy/Simmons)
	+ January 9 – Onboarding/Orientation Meeting
	+ January 9 – Community Health Worker Program (Kottas)
	+ January 9 – Board Study Session
	+ January 10 – PTP
	+ January 10 – KSU/Barton 2+2 Meeting (Simmons/Riegel)
	+ January 10 – KBOR Meeting (Kottas)
	+ January 10 – LICC
	+ January 11 – KCCHE Officers Meeting (Simmons)
	+ January 11 – KBOR Curriculum Meeting (Kottas/Simmons)
	+ January 16-19 – Presidential Candidates
	+ January 22 – President’s Staff
	+ January 22 – Dean’s Council
* **Student Authenticity Workgroup – Mather**
	+ Message Forwarded to Faculty
	+ Cougar TALEs Session
	+ Any Further Updates
* **Competency Based Education – All**
	+ Next Steps
	+ 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
* **ADA Guidelines for Face-to-Face Instruction – Mather**
* ADA live in the 104 and covers both online and face-to-face
* **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**
	+ Chat BOT – Robbie has resigned
	+ Study Session presentation next week on students, programming and delivery locations/venues
	+ Request from Todd
		- Provide a list of upcoming programs and locations under development.
	+ Textbooks
		- Barton County Campus Bookstore may remove textbooks by fall 2024
		- Access codes are gaining in cost; can/will OER eliminate them
		- Books required, but not used
		- Student Union expenses; lower fee generation
	+ 2023-2024 Themes & Goals
		- Reporting – Submit by December 8
		- Send updates by the end of January
 |  |
| 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
* Researching CBE
 |  |
| **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:** |  |

**Next Meeting – February 14**