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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, February 14, 2024 |
| Time | 1:15-2:45p.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 |
| o | 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.
	+ 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 – Meeting Preparation**
	+ Randy’s Feedback
	+ 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)**
	+ All plans received
	+ Elaine’s review ongoing; individual conversations will occur
	+ Budget update (2/13/24): leaning towards KBOR shifting to three year average resulting in 1.3 million dollar loss in state aid, but final information won’t be available until April/May
* **Policies & Procedures**
	+ Procedure $#2511 Grade & Attendance/Incomplete Form
	+ On the Incomplete Grade Reporting document, in the third paragraph bullet three, Kurt would like to reword that bullet to:
	+ *For service members using tuition assistance, “I” grades remaining in the military service portal after* ***180 days*** *will result in recoupment of the TA payments*
	+ In the first section bullet two of the procedure (and on the form): change “weather conditions” to “natural disaster”
* **Instructional Standards**
	+ Faculty Handbook
	+ Job Description Updates
	+ The Development Lab Coordinator position and Director of Student Academic Development position do not teach.
	+ On the Instructor Coordinator position the “department chair” title can be removed
	+ Evaluation Updates
* **Upcoming Meetings**
	+ February 16 – TEA Meeting
	+ February 16 – KCIA Meeting
	+ February 19 – President’s Staff
	+ February 19 – Top Tech Project Briefing
	+ February 19 – Instructional Review Process
	+ February 19 – Financials/Enrollment Early College Program
	+ February 20 – Welding Program – Hoisington High School
	+ February 21 – Instructional Standards
	+ February 21 – New Employee Onboarding/Orientation
	+ February 21 – OER Extended Plan
	+ February 21 – Academic Integrity Council
	+ February 22 – Workforce Conference Debriefing
	+ February 23 – Barton Leadership Institute
	+ February 26 – Scholarship Focus Group
	+ February 27 – PTK Transition Meeting
	+ February 28 – Course Search Tool
	+ February 28 – Early Childhood/Education Discussion
	+ February 28 – Matthew Miller Inquiry Meeting
	+ February 29 – KBOR Funding Questions (Tier Courses)
	+ February 29 – Upper Iowa 2+2 Meeting
	+ March 4 – PEP Applications (KDOC) Feedback
	+ March 4 – Scheduling Protocol Meeting
	+ March 4 – Faculty Council
	+ March 5 – BASICS Online
	+ March 6 – Fall 2024 All Faculty Prep Meeting
	+ March 6 – Dean’s Council
* **Competency Based Education – Mather**
* There needs to be a meeting with Mark about CBE
* **Continuity Books**
* **Supervisory Training**
* Should there be some mandatory training?
* **New Topics**
	+ Upcoming Bookstore Meeting
	+ FY 25 Operational Budget – Email from VP Dean 1/19; Response Due April 3rd
	+ College Catalog – Due March 8
	+ Elaine was included in the emails for Academic Information (along with Brian, Kurt and Angie), Elaine will look at the College to University and Assessment section.
	+ Programs of Study (along with Mary Foley, Chris Baker)
	+ Career Technical section (along with Mary Foley, Chris Baker, Kurt)
	+ Transfer Programs (along with Judy Jacobs, Brian Howe, Chris Baker Mary Foley)
	+ Forms Inventory: <https://internal.bartonccc.edu/resources/forms>
	+ Look at the Forms page at the next meeting
	+ 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:*** Next year (May 2025) the Distinguished Instructor award will have two awards (one full time faculty and one adjunct faculty)
* The print shop has ask that large print jobs be requested in the Summer
* Instruction has eleven policies/procedures to put in a review cycle
* Review every three years over three year timeframe?
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**Next Meeting – March 6**