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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, March 27, 2024 |
| Time | 1:30-3:00p.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 |
| x | Melissa Feist | o | Renae Skelton |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct Faculty (spring) – due May 16
		- Compare your lists with Sarah Riegel
* **Strategic Planning (Fiscal Year 25 (January 1, 2024-June 30, 2025)**
	+ All plans received – no movement due to pending state aid loss
* **Policies & Procedures**
	+ Procedure $#2465 – Faculty Qualifications – forwarded to Faculty Council
	+ Fall 2024 – Begin Procedure Review
* **Upcoming Meetings**
	+ March 28 – USD Partner Agreements
	+ April 2 – Nursing Student Schedules/FT Enrollment & Scholarships
	+ April 2 – Instructional Review Committee
	+ April 2 – Academic Integrity Council
	+ April 3 – All Faculty Prep Meeting
	+ April 3 – Instructional Standards Meeting
	+ April 4 – Coffeyville Discussion
	+ April 5 – Instructional Review of Alternative Work Location Procedure
	+ April 5 – KDOC MOU Meeting
	+ April 8 – Scholarship Focus Group
	+ April 8 – Eclipse Day!
	+ April 9 – Theatre Meeting
	+ April 9 – April Study Session
	+ April 10 – PTP
	+ April 10 – Larned Learning Celebration
	+ April 11 – Ag Complex Dedication Planning Meeting
	+ April 11 – KBOR Performance Funding Meeting
	+ April 12 – PTK Ceremony (Junction City)
	+ April 12 – Instructional Excellence Academy Ceremony
	+ April 15 – BASICS Online Workgroup
	+ April 16 – Meeting with Dr. Garstecki
	+ April 16 – Instructional Standards
* **Competency Based Education – Mather**
* Mark’s concern is how KBOR will handle CBE and how we will get funding from KBOR
* Claudia talked to KU, they have a CBE plan (Jayhawk Flex) with plans to launch in the Fall 2025
* **Continuity Books**
* **New Topics**
	+ 2024-2025 Faculty Handbook
	+ Add Instructional Standards to the Faculty Resources section

  * + DoD Compliance Audit
	+ Forms
	+ As we go through these forms, are there any of them that need to be a dynamic document because of workflow on the form?
* [Academic Integrity Violation Reporting Form (AIVR)](http://cm.maxient.com/reportingform.php?BartonCCC&layout_id=60)
* [Advisor or Change of Major Request](https://forms.office.com/r/zwQhiwTmDr)
* [Curricula Approval Maxtrix (CAM)](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/CAM.xlsx)
* [CAM Executive Summary](https://docs.bartonccc.edu/iss/documents/CAM/Executive%20Summary%20Template.docx)
* [CAM Phase Zero Program Development Template](https://docs.bartonccc.edu/iss/documents/CAM/Phase%20Zero%20Program%20Development%20Template.docx)
* [CAM Phase Zero Program Development Template (Modified)](https://docs.bartonccc.edu/iss/documents/CAM/Phase%20Zero%20Program%20Development%20Template%20%28Modified%29.docx)
* [Class Coverage](https://docs.bartonccc.edu/iss/documents/faculty/classcoverage.pdf)
* [Class Waiver Form](https://docs.bartonccc.edu/iss/documents/faculty/ClassWaiver.pdf)
* [Classroom Visitation Form Face-to-Face](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Classroom%20Visit%20Form%20F2F.docx)
* [Classroom Visitation Form Online](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Classroom%20Visit%20Form%20Online.docx)
* [Curricula Approval Location Form](https://exsforms3.bartonccc.edu/location/index.htm)
* [D](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx)[irected Independent Study Contract](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Directed%20Independent%20Study%20Contract.docm)
* [D](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx)[irected Independent Study Criteria](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Directed%20Independent%20Study%20Criteria.pdf)
* [Faculty Credential Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx) – draft sent
* [Faculty Recommendation Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Faculty%20Recommendation%20Form.docx)
* [Finals Petition Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Finals%20Petition%20Form.docx)
* [Grade Appeal](https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf)
* [Incomplete Grade Policy and Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Incomplete%20Grade%20Policy%20and%20Form.pdf)
* [Instructional Evaluation Form Process](https://docs.bartonccc.edu/iss/documents/faculty/InstructionalEvalProcess.docx)
* [Mileage Form](https://docs.bartonccc.edu/iss/documents/faculty/mileage-form-update.pdf)
* [Online Course Development Agreement](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Online%20Course%20Development%20Agreement.docx)
* [Proctoring Services](https://docs.bartonccc.edu/iss/documents/faculty/proctor_request_form.pdf)
* [Release Form](https://docs.bartonccc.edu/iss/documents/faculty/Release.pdf)
* [Routing Cover Sheet](https://docs.bartonccc.edu/iss/documents/forms/Routing%20Cover%20Sheet.docx)
* [Time Log Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Time%20Log%20Form.docx)
	+ FY 25 Operational Budget – Email from VP Dean 1/19; Response Due April 3rd
	+ Instructional Retreats
		- Instructional Council – April 22 (meeting already on the calendar)
		- Instead of a SWOT have one or two core questions for Instructional Council:
		- What is on your wish list for next year?
		- What struggles does your area have?
		- Dean’s Council – June 3
	+ 2023-2024 Themes & Goals
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| Programming* CNH Industrial Top Technician Training
* FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials
* 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:*** Todd Mobray sent the Partner chart to Kathy, she will share with Brian and Kurt
* The goal is to update it and get it back to Todd by May 1, 2024
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**Next Meeting – April 17**