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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 X  Absent 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(Modified).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 | | | | | | | | | |  |
| 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 | | | | | | | | | |  |
| **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:**   * 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 | | | | | | | | | |  |

**Next Meeting – April 17**