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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Tuesday, May 14, 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 |
|  |  |  |  |  |  |  |  |
| 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
	+ Math faculty are looking at Examity, the college may be terminating that contract after summer 2024.
* **Policies & Procedures**
	+ Fall 2024 – Begin Procedure Review
* **Upcoming Meetings**
	+ May 15 – Fuller Brush Partnership Meeting
	+ May 15 – KCCHE Steering Committee Meeting
	+ May 15 – LICC
	+ May 16 – Fort Riley Graduation
	+ May 20 – President’s Staff
	+ May 20 – PTP
	+ May 21 – Instructional Promotions Meeting
	+ May 22 – Compliance Processes Meeting
	+ May 22 – BASICS Online Workgroup Meeting
	+ May 28 – Shafer Art Gallery Meeting
	+ May 28 – Board Meeting
	+ May 29 – Instructional Review Meeting
	+ May 29 – Ag Complex Dedication Meeting
	+ May 30 – Pratt Nursing Discussion
	+ May 30 – Boot Camp (Summer) Discussion
	+ May 30 – Instructional Standards Meeting
	+ June 3 – President’s Cabinet
	+ June 3 – Dean’s Council
* **Competency Based Education – Mather**
* **Continuity Books**
* **Instructional Position Openings/Application Status**
	+ Math Filled
	+ Education Instructor/Coordinator Filled
	+ Nursing Instructors (3 Barton County Campus & Pratt)
	+ Nursing Simulation Coordinator
	+ Accounting Instructor
	+ Adult Healthcare Instructor Filled
	+ Welding Instructor
	+ Part-Time Student Support Specialist
	+ Adjunct Combat Life Saver
	+ Adult Ed at Ellsworth (September 2024)
* **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) – Done
* [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)
* **New Topics**
	+ Changes in the VP Office
	+ Changes in the Dean of Academics Office
	+ Sorting Out Projects/Initiatives/Deep Discussions
		- OER
		- Artificial Intelligence
		- Teaching & Learning Standards
		- Faculty Evaluation
		- Integrity Tools
		- Will integrity tools be required? Or recommended? The Authenticity Committee will take a look at the options
		- Faculty Orientation & Remediation
		- ADA
		- Instructional Reviews
		- Keep the same data and ask for a better interpretation of the data
		- Kurt would like to see demographics that are not used removed from the demographic data page
		- Themes & Goals
	+ Faculty Council
		- Retiring Members: Amanda Alliband, Mark Bogner and Jermaine King
		- New Members: Jason Murray, Emily Cowles, Brandon Steinert and Darlene Sabio
		- Summer Retreat
	+ ADA Committee
		- Former Membership: Zach Bauman, Rita Thurber, Claudia Mather, Mary Foley, Maggie Tracy, Lee Miller, Gillian Gabelmann, Todd Mobray, Samantha Stueder, and Penny Zimmerman
		- New Membership asks: Jo Harrington, Paulia Bailey, Claudia Mather, Lee Miller, Megan Schiffelbein, Jennifer Christiansen or Penny Zimmerman, an HR representative, a facility representative, Zac Bauman, Maggie Tracy
	+ 2023-2024 Themes & Goals – Updates Due May 16th
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| Programming* 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:*** **Assessment Institute participants for 2024-2025:** Eric Smith, Mark Freeman, Aleia Gonzalez, Jen Bernatis, Janet Balk, Erika Jenkins-Moss, Terri Mebane, Josh Winkler, Christian Rivas, Jennifer Steinert, Keith Frank
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**Next Meeting – June 3 (Retreat)**