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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 X  Absent 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)   + 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(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) – 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 | | | | | | | | | |  |
| 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 | | | | | | | | | |  |
| **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:**   * **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 | | | | | | | | | |  |

**Next Meeting – June 3 (Retreat)**