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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, July 11, 2024 |
| Time | 2:00-3:30p.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 |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
| X | Dee Ann Smith | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + Adjunct Faculty (summer) – August 23rd     - Compare your lists with Sarah Riegel   + Faculty Evaluations – Common Faculty     - Adjuncts     - Full-Time     - Frequency of Evaluation     - Schedule a meeting with the Dean’s to discuss * **Policies & Procedures**   + Fall 2024 – Begin Procedure Review   + Procedure #2511 – Grade & Attendance   + Procedure #2615 – Student Problem Resolution * **Upcoming Meetings**   + July 15 – President’s Staff   + July 15 – ECF Annual Training (Kottas/Simmons)   + July 15 – All Faculty Meeting Prep   + July 16 – Stafford Eco Devo   + July 16 – Academic Integrity   + July 17 – Non-Credit Enrollment   + July 17 – Ag Building Dedication/Open House   + July 18 – Medical Lodges Apprenticeship Meeting   + July 18 – Instructional Review Data Topic Discussion   + July 22 – KDOC Quarterly Review   + July 22 – Board Meeting   + July 23 – Executive Leadership Meeting/Luncheon   + July 24 – Compliance Processes Meeting   + July 25 – GB Chamber Coffee (Foundation)   + July 25 – Denise’s Retirement Reception   + July 28 – Bootcamp/Recruitment Camp Meeting   + July 28 – OER Meeting   + July 30 – Instructional Review Meeting   + July 30 – FLAC Meeting   + July 31 – Program Promotions Priorities Meeting   + July 31 – Dean’s Council * **Competency Based Education/Correspondence Courses – Mather** * Claudia will check into Correspondence Courses * **Continuity Books** * **Forms** * [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) * [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) - Done * [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     - Denise’s Last Day – July 31     - Dee Ann’s First Day – August 1       * Dee Ann Works Tuesday-Friday       * Dee Ann Will Continue with Promotions Specialist functions in addition to Admin Responsibilities through the end of the year. We will evaluate in January if there will be any changes.     - Sarah’s Functions Remain the Same   + Power BI Budget Reports   + Brian looks at Power BI for budget reports   + Kurt and Claudia look at Banner for budget reports   + Kathy looks at Power BI for budget reports and secondly Banner   + FY 24 (2023-2024) Themes & Goals (Final)   + FY 25 (2024-2025) Goals   + ADA Committee     - Purpose     - New Membership Suggestions: Jo Harrington, Paulia Bailey, Claudia Mather, Lee Miller, Megan Schiffelbein, Jennifer Christiansen or Penny Zimmerman, an HR representative, a facility representative, Zac Bauman, and Maggie Tracy     - Add a representative from Communications | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meeting – July 31**