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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, August 1, 2024 |
| Time | 1:30-3:30p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Dee Ann Smith |
| 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 (summer) – August 23rd
		- Compare your lists with Sarah Riegel

Elaine is done with July Appraisals. Brian & Kathy still have some to process. August 23 is the deadline for Adjunct Fall. Check your list with Sarah and reconcile before the deadline. Is Sarah t:drive (ISS folder) ok to check and not personally contact her? Elaine will double check with Sarah if the t:drive is up-to-date.* **Policies & Procedures**
	+ Fall 2024 – Begin Procedure Review
	+ Procedure #2511 – Grade & Attendance – adjusted language

Thoughts on changes that Elaine added: everyone good. Elaine with check it with Lori Crowther and Angie Maddy. * + Procedure #2615 – Student Problem Resolution – adjusted language – Concerns about second bullet. Changed to read: The Problem Resolution Procedure may not be used for problems or concerns older than 180 calendar days.
* **Upcoming Meetings**
	+ August 1 – USD 428 Open House Program/Ribbon Cutting @ 5:30p.m.
	+ August 5 – Dr. Garstecki meeting with Secretary of Corrections
	+ August 5 – Meeting with Community Member (Cosmetology)

Was a no-show and was rescheduled to 5th but Elaine was very transparent on the likelihood of the program returning. (10%)* + August 5 – Meeting with Faculty Panel (All-Faculty Meeting)

Went over the new faculty attendance list.* + August 7 – USD School District Planning Meeting
	+ August 7 – Meeting the VP Meeting (New Colleagues)
	+ August 8 – Library Listening Tour (Garstecki)

Has done two tours - IT and Communications* + August 8 – Research Project (BASICS)
	+ August 12 – University of Kansas and Clara Barton Partner Meetings with Garstecki – He is reaching out to Superintendents for meeting and plans to go to Hoisington
	+ August 12 – Instructional Standards Meeting
	+ August 12 – Academic Integrity Council Meeting
	+ August 13 – Cougar TALEs (AI, YuJa & Conversation Café)
	+ August 13 – Board Study Session
	+ August 14 – Welcome Back Breakfast (Barton County Campus)
	+ August 14 – Cougar TALEs (College Updates)
	+ August 14 – PTP
	+ August 14 – LICC

LICC could be cancelled unless Kathy has a new program for approval.* + August 15 – Cougar TALEs (Generations, Course Assessment & OER)
	+ August 15 – TEA Program/Curriculum Committee
	+ August 15 – All Faculty Meeting
	+ August 16 – Move In Day
	+ August 16 – Cougar TALEs (HSP and Have you Met?)
	+ August 19 – President’s Staff
	+ August 19 – Library Open House (In Person)
	+ August 19 – Faculty Council
	+ August 20 – Virtual Library Open House
	+ August 22 – Partner Meeting with Maico (Garstecki)
	+ August 22 – Instructional Standards
	+ August 24 – Foundation Auction
	+ August 26 – Barton/Pratt Partnership Discussion (Garstecki)

 **CNA/CMA classes** on the post. The KDADS representative is still saying “no” on offering classes on military base and we cannot find the regulation.  Waiting to hear back from him for clarification on Monday. If not good news, Elaine will loop Dr. Garstecki into the situation.**Competency Based Education/Correspondence Courses – Mather**Not a lot of federal red tape around them. The regulations are loose and would be easy to approve. Claudia will talk to Myrna more about this option and give her an example. It is self-paced, and Claudia can send you all the links and processes. Still have questions and keep digging and then we will have a meeting with Myrna. * **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%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) - 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**
	+ Name Tags

President’s Cabinet discussed name tags. A new design for name tags will be available. Name Tags assist with identifying someone, customer service, and security. Also, housing students no longer have room keys and instead have cards. It is an experiment and if it works well, it will move to campus.* + Dress Procedure

Have gotten a lot of comments on the dress procedure. Will be discussed at President’s Staff and then a work group will be put together to address a second draft. * + Strategic Plans
		- Tech Grant

Renee came to Elaine asking when we would meet about the Strategic Plan and Tech Grant. Elaine will pull all the information together, take a look and meet with Renee. * + FR Deployment

Foreshadows that the majority of Fort Riley units are to be deployed in 2026.* + Program Promotion Priorities

Brian will create a second tab of the spreadsheet and move some to the second tab. Pull the course codes out. Kurt has zero. Brian has the most, and Kathy is in the middle. Deadline for completion – August 29th.* + Grade Reporting – Email Previously Sent (July 29)

Email from Todd about faculty not submitting grades. Went over the information that was sent back from Todd. Question from Elaine: Do you think your faculty know that service areas of the college are getting grade reports, and should it matter to them? There are a lot of early college instructors on the list and CDL, Gas, and Medical Assistants. This is one snapshot – only missing two percent. High School instructors will probably never use canvas because they already use another system, and the grade reports are usually not for them. Kathy will ask Karly about it but no one feels this is a big issue. * + ADA Committee: Claudia, Lee, Megan, Jenn, Jo, Paulia, Jennifer Christiansen, HR, Facilities, IT, Communications, CTE Faculty?, FR/FL/GVP?
		- All from the Beginning?

 Still working on this. Discussed the committee. Jenn Bernatis  would like to be involved on the committee. HR, facilities, IT, and  Communications – should they be involved from the start or should  we bring them in as we learn about the regs, etc. Jenn was  involved a lot with this in Florida. Don’t see any CTE faculty yet?* + Listening Tour – Barton Online Faculty
		- Original Model (7:00a.m./7:00p.m.)

 Dr. Garstecki will do two. Are any of you interested in helping with  Elaine with this. Will work with his and your calendars. * + Center Discussions
		- Change in Name This February we turn six years old – changing our name toThe Center for Learning Excellence.
		- September Open House

Open House – September 18th, 1 to 4 pm, and will have a Zoom room available.* + - OER Process Document

Document on what the individual will be doing during the OER Orientation before they start. Might work with a partner through the process. Does this document mention only doing one course at a time? * + - Course Design Templates
		- Orientation Project

You will go to an OER Orientation meeting before you start. There will be a checklist.* + - Center Welcome Letter – All Faculty

The Center sends to all instructional faculty hires. * + FY 25 (2024-2025) Goals
		- Deadlines: October 1, December 1, February 1 and April 1

Sent you the template with 25 goals. |  |
| **Discussion:**Claudia has an opening – if you know anyone with teaching and design experience. Will currently be on the Barton campus. Kurt has two apps for their job opening. Brian is concerned about enrollments in some classes. Dr. Garstecki is asking for program enrollment reports from IR. **Action Items:** |  |

**Next Meeting – August 26**