



## *HLC Accreditation Evidence*

Title: Dean's Council Agenda and Minutes 02.28.17

Office of Origin: Vice President of Instruction

AGENDA/MINUTES							
Team Name		Deans Council					
Date		2/28/2017					
Time		2:15 – 3:45 p.m.					
Location		S-139/GoToMeeting					
Facilitator		Elaine Simmons			Recorder	Sarah Riegel	
Team members						Present X Absent O	
x	Brian Howe	x	Elaine Simmons	o	Bill Nash	x	Jane Howard
x	Angie Maddy	x	Claudia Mather	x	Ashley Anderson		
Guests							
Topics/Notes						Reporter	
Review – January Minutes (attached) <ul style="list-style-type: none"> <li>• Substantive Interaction – Claudia – for BOL – addendum and rubric</li> <li>• Computer Lab Upgrades – faculty need to collaborate with IT</li> <li>• Student Evaluation Summaries – implemented Dec 2016 so not a lot of information there – get with Jeff for user names and passwords</li> <li>• Library Advisory Committee – Regina has implemented this</li> <li>• NISOD – nominees are registered for the conference and awards dinner</li> <li>• Course and Section Consistency – this is in process development/brainstorming – Brian is working on</li> <li>• PAWS Link – implemented</li> <li>• Program Reviews – Randy/Jo/Jane are piloting a new program review process for Fall 2017</li> <li>• Canvas Conversions – 36 courses still need to convert</li> </ul>						Elaine	
Faculty Load (Primary & Overload Contracts, Service Time Model/First Year) <ul style="list-style-type: none"> <li>• Bill/Ashley/Brian/Jane/Mary/Kathy</li> <li>• Primary contracts, overload contracts and service time tool need to be managed with consistency – each area/program handles theirs differently               <ul style="list-style-type: none"> <li>○ F2F – 8 students enrolled minimum (GB), 10 students (FR), 7 students (FL)</li> <li>○ Online – 10 students</li> </ul> </li> <li>• This group needs to get together and come up with a best approach to make the process consistent. Share with each other how you are managing the service time tool. Let Elaine know the outcome.</li> </ul>						Elaine	
Faculty Accessibility (Email Sent 27/27/17 @ 6:22a.m.) <ul style="list-style-type: none"> <li>• Not all faculty have seen this document but they should.</li> </ul>						Elaine	
Evaluations & Appraisals (Email Sent 2/27/17 @ 6:31a.m.) <ul style="list-style-type: none"> <li>• Per HR there's been inconsistency with evaluations and appraisals.</li> <li>• Procedure and evaluation forms have been updated on the web site.</li> <li>• Elaine will be doing performance reviews for her new direct reports.</li> </ul>						Elaine	
Articulation Agreements (2+2) Procedure (Email & Link Sent 2/27/17 @ 6:40a.m.) <ul style="list-style-type: none"> <li>• Sarah is responsible for sending in the 2+2 KBOR report, keeping a master spreadsheet and updating the web site.</li> </ul>						Elaine	

<p>2016-2017 Program Reviews/Program Review Project (Committee)</p> <ul style="list-style-type: none"> <li>Randy/Jo/Jane are piloting a new program review process for Fall 2017.</li> <li>Ashley/Bill/Claudia haven't always been included in the program review process in the past.</li> <li>Elaine will continue to work with Randy and Jo on this process.</li> </ul>	Elaine
<p>BioSig Use (DLAC Recommendation)/President's Feedback</p> <ul style="list-style-type: none"> <li>DLAC team got together and decided to use BioSig in every class at least 3 times each session.</li> <li>President wants a 10% growth each year of usage (slow and steady growth).</li> <li>Claudia will discuss in DLAC meeting about using BioSig in the summer.</li> </ul>	Claudia
<p>Assessment &amp; Placement (Accuplacer) – BOL</p>	Elaine/Angie/Brian/Claudia
<p>Strategic Planning Update</p>	Elaine
<p>Technology Forms</p> <ul style="list-style-type: none"> <li>Quote on a technology purchase if over \$200 need to do a tech form. Tech forms are not automated. When you submit a form email Elaine and she will email Michelle Kaiser to let her know. Michelle only works on tech forms twice a month.</li> <li>Physical plant – get with Ireland/Mark Dean for a quote.</li> </ul>	Elaine
<p>Academic Integrity Procedure Update (Procedure Revisions, Flowchart, Revised Form, VP/Registrar Letter)</p> <ul style="list-style-type: none"> <li>Will work on this later.</li> </ul>	Elaine
<p>Grade Documentation</p> <ul style="list-style-type: none"> <li>Brian – they are moving on this. Online is still in process.</li> <li>Ashley – FL is caught up. Still in process.</li> </ul>	Elaine
<p>Faculty Council Communication/Projects</p> <ul style="list-style-type: none"> <li>Elaine wants to be more proactive with faculty council.</li> <li>How do you want to work with faculty council?</li> <li>Do we need a rep on faculty council?</li> </ul>	Elaine
<p>Accreditation (Responsiveness/August 14<sup>th</sup>)</p> <ul style="list-style-type: none"> <li>Did not discuss</li> </ul>	Elaine
<p>Ends Reporting</p> <ul style="list-style-type: none"> <li>Did not discuss</li> </ul>	Elaine
<p>Syllabi Project</p> <ul style="list-style-type: none"> <li>Did not discuss</li> </ul>	Elaine
<p><b>Action Items:</b></p>	Elaine

**Upcoming Discussions:**

- Evaluation Review (Tools/Process)
- Maximum Student Credit Hours
- CPL
- Adjunct Faculty Meeting (Fall)
- Faculty Credential Reviews
- Honor's Celebration

**ENDS:**

ESSENTIAL SKILLS  
WORK PREPAREDNESS  
ACADEMIC ADVANCEMENT  
BARTON EXPERIENCE

REGIONAL WORKFORCE NEEDS  
BARTON SERVICES & REGIONAL LOCATIONS  
STRATEGIC PLAN  
CONTINGENCY PLANNING

---

**Barton Core Priorities/Strategic Plan Goals****Drive Student Success**

1. *Improve Student Success and Completion*
2. *Enhance the Quality of Teaching and Learning*

**Cultivate Community Engagement**

3. *Cultivate and Strengthen Partnerships*
4. *Reinforce Public Recognition of Barton Community College*
5. *Provide Cultural and Learning Experiences for the community*

**Emphasize Institutional Effectiveness**

6. *Develop, enhance, and align business processes*
7. *Provide a welcoming and safe environment*

**Optimize Employee Experience**

8. *Support a diverse culture in which employees are engaged and productive*