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| AGENDA/MINUTES |
| Team Name | Distance Learning Advisory Committee (DLAC) |
| Date | DATE |
| Time | 7:30 – 9:00am |
| Location | A-113/Go To Meeting |

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| --- | --- | --- |
| Facilitator | Claudia Mather | Recorder |
|  | Erin Eggers |  | Karole Erikson |  | Dana Weber |  | Brenda Siebold |
|   | Jason Junkens |  | Michelle Kaiser |  | Elaine Simmons |  | Ashley Anderson |
|   | Wendy Miller |  | Abby Kujath |  |  |  |  |
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| Topics/Notes | Reporter |
| **Enrollment Process –** Voted for option #4: Opening multiple sections, leaving one section of the large enrollment courses open to be used as an “overflow” course. Do we add instructor names to enrollment page/bulletin/schedule or not? 1st full section goes to the original instructor. Pilots for this process will start in Spring with ACCT 1640, 1641, and ECON 1610, and 1612.  |  |
| **Dropping students and closing eCollege course shells that are live in Canvas –** All in favor of closing eCollege shells if the course is live in Canvas |  |
| **Communication –** Need for a communication plan to notify BOL instructors on changes. |  |
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**ENDS:**

**ESSENTIAL SKILLS                             “BARTON EXPERIENCE”**

**WORK PREPAREDNESS                    REGIONAL WORKFORCE NEEDS**

**ACADEMIC ADVANCEMENT             SERVICE REGIONS**

**PERSONAL ENRICHMENT                 STRATEGIC PLANNING**

**CONTINGENCY PLANNING**



***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Increase student retention and completion

2. Enhance the Quality of Teaching and Learning

***Cultivate Community Engagement***

3. Enhance Internal Communication

4. Enhance External Communication

***Emphasize Institutional Effectiveness***

5. Initiate periodic review of the Mission Statement and Vision Statement.

6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

***Optimize Employee Experience***

7. Develop more consistent & robust employee orientation.

8. Enhance professional development system.