|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 6/14/2017 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Go To Meeting |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Brian Howe | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Additional** |  | **Non-voting** |
| o | Kim BrennanTeam Lead | x | Mike CoxTeam Lead | o | Deanna HeierTeam Lead | x | Lori Crowther | x | Ashley Anderson |
| x | Mark Bogner | x | Cheryl Lippert | x | Abby Howe | o | Bill Nash | o | Leanne Miller |
| o | Stephannie Goerl | x | Karen Kratzer | o | Terri Mebane |  |  | x | Claudia Mather |
| x | Randy Allen | o | Brenda Glendenning | o | Ange Sullivan |  |  | x | Elaine Simmons |
|  |  |  |  |  |  |  |  |  |  |
| Guests  |
| o | Jane Howard | x | Kathy Kottas |  |  |  |  |  |  |
| o | ReGina Casper | x | Jill Lawson |  |  |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| NURS 1228 Pharmacology for NursesTeam 1Outcomes and Competencies* Approved
 | Kathy Kottas | Revised | Fall 2017 |
| NURS 1259 Maternal-Child Nursing IITeam 3 Outcomes and Competencies* Approved
 | Kathy Kottas | Revised | Fall 2017 |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| None |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| BSTC 1027 Information Super Highway | Jane Howard | X | Fall 2017 |
| BUSI 1780 Total Quality Management | Jane Howard | X | Fall 2017 |
| BUSI 1783 Process Management | Jane Howard | X | Fall 2017 |
| BUSI 1808 DC-1 Defined Contribution Administrative Issues – Basic Concepts | Jane Howard | X | Fall 2017 |
| BUSI 1809 DC-2 Defined Contribution Administrative Issues – Compliance Issues | Jane Howard | X | Fall 2017 |
| BUSI 1812 Retirement Plan Fundamentals 1 | Jane Howard | X | Fall 2017 |
| BUSI 1813 Retirement Plan Fundamentals 2 | Jane Howard | X | Fall 2017 |
| BUSI 1816 Tax-Exempt and Governmental Plan Administration (TGPC-1) | Jane Howard | X | Fall 2017 |
| BUSI 1817 Tax-Exempt and Governmental Plan Administration (TGPC-2) | Jane Howard | X | Fall 2017 |
| BUSI 1818 DC-3 Defined Contribution Administrative Issues – Advanced Topics | Jane Howard | X | Fall 2017 |
| ECON 2615 Personal Finance | Jane Howard | X | Fall 2017 |
| MDAS 1676 Medical Transcription I | Jane Howard | X | Fall 2017 |
| NTWK 1057 Network + | Jane Howard | X | Fall 2017 |
| NTWK 1059 Introduction to Networking | Jane Howard | X | Fall 2017 |
| AGRI 1133 Livestock/Carcass Selection I | Mary Foley | X | Fall 2017 |
| EMTS 1550 EMS Training Officer I | Kathy Kottas | X | Fall 2017 |
| EMTS 1551 EMS Training Officer II | Kathy Kottas | X | Fall 2017 |
| Other Items | Reporter |  |  |
| Second reading of the charter update* Approved with a change to the Committee Membership section. Members rotating off will come off in August instead of July.
 | Brian Howe |  |  |
| EduKan Syllabus – AL281 Pathophysiology* Approved
 | Brian Howe |  |  |
| Team membership* 3 members coming off August 2017
* Faculty council will recruit new members
* Mike will send faculty council an email for names
* Sarah will keep a log of members and their tenure
 | Team |  |  |
| Concourse Syllabus Management<http://www.intellidemia.com/> * Online platform for centrally managing syllabi
* Keeps syllabi consistent and in compliance with templates
* Workflow capabilities
* Able to integrate with Canvas, Banner and the web site
* Brian is actively pursuing the use of this system for the College
 | Brian Howe |  |  |

Absent: Deanna Heier, Terri Mebane, Brenda Glendenning and Stephannie Goerl have no concerns. Voted in advance to approve should majority agree.

**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.