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| 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 X  Absent O | |
|  | **Team 1** | |  | **Team 2** |  | | **Team 3** | |  | **Additional** | |  | **Non-voting** |
| o | Kim Brennan  Team Lead | | x | Mike Cox  Team Lead | o | | Deanna Heier  Team 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 Nurses  Team 1  Outcomes and Competencies   * Approved | | | | | | | | Kathy Kottas | | | Revised | | Fall 2017 |
| NURS 1259 Maternal-Child Nursing II  Team 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.