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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 8/15/2017 |
| Time | 3:30 – 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** |
| x | Mark BognerTeam Lead | o | Mike CoxTeam Lead | x | Deanna HeierTeam Lead | x | Lori Crowther | x | Ashley Anderson |
| o | Kim Brennan | x | Cheryl Lippert | x | Abby Howe | x | Kurt Teal | x | Leanne Miller |
| x | Stephannie Goerl | x | Karen Kratzer | x | Terri Mebane |  |  | x | Claudia Mather |
| x | Randy Allen | o | Brenda Glendenning | x | Ange Sullivan |  |  | x | Elaine Simmons |
| x | Charlotte Cates |  |  |  |  |  |  |  |  |
| x | Rose Cain |  |  |  |  |  |  |  |  |
| x | Latoya Hill  |  |  |  |  |  |  |  |  |
| Guests  |
| o | Jane Howard | o | Rick Abel | o | Karyl White | x | Kathy Kottas |  |  |
| o | ReGina Casper | o | Brenda Siebold | o | Sara Hoff | x | Steve Lueth |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| CHEM 1802 Fundamentals of General ChemistryTeam 1Course DescriptionApproved | Brian Howe | Revised | Fall 2017 |
| EMTS 1543 Paramedic IVTeam 1Course DescriptionApproved | Karyl White | Revised | Fall 2017 |
| MLTC 1501 Phlebotomy Clinical PracticumTeam 1Course DescriptionApproved | Cheryl Lippert | Revised | Fall 2017 |
| NAID 1229 Nursing Home AideTeam 1Course DescriptionApproved with formatting changes | Sara Hoff | Revised | Fall 2017 |
| EMTS 1500 Emergency Medical TechnicianTeam 2Course DescriptionApproved | Karyl White | Revised | Fall 2017 |
| EMTS 1527 Emergency Medical ResponderTeam 2Course DescriptionApproved | Karyl White | Revised | Fall 2017 |
| NAID 1235 Medication AideTeam 2Course DescriptionApproved with formatting changes | Sara Hoff | Revised | Fall 2017 |
| POLS ~~2802~~ 1802 New PoliticsTeam 2Credit Hour ChangeOutcomes/CompetenciesGeneral EducationApproved | Brian Howe | Revised  | Fall 2017 |
| EMTS 1513 Advanced Emergency Medical TechnicianTeam 3Course DescriptionApproved | Karyl White | Revised | Fall 2017 |
| BSTC 1685 Spreadsheet ApplicationsTeam 3Outcomes/CompetenciesApproved | Brenda Siebold | Revised | Fall 2017 |
| MLTC 1503 Principles of PhlebotomyTeam 3Course DescriptionApproved | Cheryl Lippert | Revised | Fall 2017 |
| THEA 1315 Introduction to FilmGeneral Education course approvalTabled for another meeting – Brian will discuss with Rick | Rick Abel | n/a |  |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| n/a |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| n/a |  |  |  |
| Other Items | Reporter |  |  |
| New Team MembersTeam 1 – Mike Cox, Abby Howe, Brenda Glendenning, Latoya HillTeam 2 – Cheryl Lippert, Terri Mebane, Deanna Heier, Charlotte CatesTeam 3 – Karen Kratzer, Mark Bogner, Ange Sullivan, Rose Cain | Brian Howe |  |  |
| Communication between Team Leads/Teams and VP OfficeSarah will communicate with Team Leads on status of syllabi reviewTeam Leads will be on 3 month rotations:* Sept, Oct, Nov – Brenda Glendenning (T1), Deanna Heier (T2), Ange Sullivan (T3)
* Dec, Jan, Feb – Abby Howe (T1), Cheryl Lippert (T2), Karen Kratzer (T3)
* Mar, Apr, May – Latoya Hill (T1), Terri Mebane (T2), Mark Bogner (T3)
* June, July, Aug – Mike Cox (T1), Charlotte Cates (T2), Rose Cain (T3)
 | Sarah/Elaine |  |  |

Absent: Kim Brennan 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.