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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 10/10/2018 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Brian Howe | | | | Recorder | Sarah Riegel | | | | | |
| Team members | | | | | | | | | | | Present X  Absent O | |
|  | **Team 1** | |  | **Team 2** |  | **Team 3** | |  | **Additional** | |  | **Non-voting** |
| x | Brenda Glendenning Team Lead | | x | Charlotte Cates  Team Lead | x | Ange Sullivan  Team Lead | | x | Lori Crowther | | x | Ashley Anderson |
| x | Abby Howe | | x | Terri Mebane | x | Karen Kratzer | | x | Kurt Teal | | x | Leanne Miller |
| o | Latoya Hill | | x | Lawrence Weber | x | Erika Jenkins-Moss | |  |  | | x | Claudia Mather |
| x | Karly Little | | x | Mark Shipman | x | Jaime Abel | |  |  | | x | Elaine Simmons |
| Guests | | | | | | | | | | | | |
| o | Jane Howard | | x | Kathy Kottas | x | Kristen Hathcock | | o | Ed Dean | | o | Dan Taylor |
| o | ReGina Casper | | x | Mary Foley | x | Peter Solie | | o | Gene Compton | | x | Tyler Soper |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| CHEM 1821 Fundamentals of Biochemistry  Team 1 New Course  Approved with changes. Update wording in V.B.2. and V.D.4. Remove LIFE 1402 as a prerequisite and add “with a grade of D or better.” Use CHEM 1821 as the subject code. | | | | | | | Kristen Hathcock | | | New | | Spring 2019 |
| JOUR 1700/COMM 1700 Introduction to Mass Media  Team 2  Course Title, Outcomes and Competencies  Approved with changes. Remove the word “breadth” from Section IV, first sentence. | | | | | | | Peter Solie | | | Revised | | Spring 2019 |
| JOUR 1704/COMM 1704 Beginning Reporting  Team 2  Course Title, Course Description, Outcomes and Competencies  Approved | | | | | | | Peter Solie | | | Revised | | Spring 2019 |
| JOUR 1705/COMM 1705 Advanced Reporting  Team 2  Course Title, Course Description, Outcomes and Competencies  Approved with changes. Remove the word “depth” from Section IV, first sentence.  Add to the prerequisite “with a grade of C or better”. | | | | | | | Peter Solie | | | Revised | | Spring 2019 |
| COMM 1200 Interpersonal Communications  Team 2  Outcomes and Competencies  Approved with changes. Add the KCOG/KBOR paragraph from Section IV. | | | | | | | Peter Solie | | | Revised | | Spring 2019 |
| THEA 1315/COMM 1315 Introduction to Film  Team 3  Course Title  Approved with changes. Remove the KCOG/KBOR paragraph from Section IV. | | | | | | | Peter Solie | | | Revised | | Spring 2019 |
| OSHA 1009 Fall Arrest Systems  Team 1  Course Title  Approved with changes. Fix the course title on the syllabus. | | | | | | | Ed Dean/  Tyler Soper | | | Revised | | Fall 2018 |
| OSHA 5020 OSHA Construction Industry Trainer Update  Team 3  New Course  Approved | | | | | | | Ed Dean/  Tyler Soper | | | New | | Spring 2019 |
| OSHA 5030 OSHA General Industry Trainer Update  Team 3  New Course  Approved | | | | | | | Ed Dean/  Tyler Soper | | | New | | Spring 2019 |
| MLTR 1815 Digital Training Management System  Team 1  Credit Hours, Outcomes and Competencies  Approved with changes. Add wording to IV. | | | | | | | Gene Compton  /Terri Mebane | | | Revised | | Fall 2018 |
| MLTR 1040 Military Passenger-Carrying Vehicle Operation  Team 1  Credit Hours, Outcomes and Competencies  Approved | | | | | | | Dan Taylor/  Terri Mebane | | | Revised | | Fall 2018 |
| NURS 1208 Mental Health Nurse II  Team 2  Course Description, Outcomes and Competencies  Approved | | | | | | | Brenda Glendenning | | | Revised | | Spring 2019 |
| NURS 1259 Maternal Child Nursing II  Team 3  Course Description, Outcomes and Competencies  Approved | | | | | | | Brenda Glendenning | | | Revised | | Fall 2020 |
| Syllabi Submitted for Formatting Changes | | | | | | | Reporter | | | Format Only | | Effective Semester |
| n/a | | | | | | |  | | |  | |  |
| Syllabi Submitted to Inactivate | | | | | | | Reporter | | | Inactivate | | Effective Semester |
| AGRI 1132 Farm Machinery Repair | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1180 Planting Equipment | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1183 MFWD Tractors 250-400 HP | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1184 MFWD Tractors 150-250 HP | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1188 Midrange combines | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1192 Flagship combines | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1193 Combine Productivity | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1194 Intermediate and Large Square Balers | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1195 Large Round Balers | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1199 Self Propelled Windrowers | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1202 2WD Tractor Systems | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1205 Articulated 4WD tractor | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1210 Precision Farming Systems | | | | | | | Mary Foley | | | X | | Fall 2018 |
| AGRI 1215 Skid Steer | | | | | | | Mary Foley | | | X | | Fall 2018 |
| Other Items | | | | | | | Reporter | | |  | |  |
| General Education Proposal   * Presented at BoT study session last night, will ask for their formal approval at November 2018 meeting * Implement 2020-2021, any changes or updates to College processes or publications must be done by April 1, 2020 * Once approved by the board, a LICC sub-team will review all classes to determine where they will slotted | | | | | | | Brian Howe | | |  | |  |
| LICC Charter Review   * Remove the date at the top of the charter * Remove the references to Student Services from the VP of Instruction title * Update “vocational” to “career technical education” * Update various position titles * Remove reference to Barton County and Fort Riley campuses, all campuses participate in LICC | | | | | | | Brian Howe | | |  | |  |
| Course Description, Outcomes and Competencies Language/Words   * Form a sub-team to build an onboarding process for new members for training and to help those coming to LICC with syllabi changes * Terri, Erika, Karly, Jaime and Brian will be on this sub-team * Meet every 2 weeks, meetings will be scheduled | | | | | | | Brian Howe | | |  | |  |
| Concourse   * Contract has been signed * Will develop a sub-team at a later time | | | | | | | Brian Howe | | |  | |  |

Absent: 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.