|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 4/10/2019 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Brian Howe | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Additional** |  | **Non-voting** |
| x | Karly LittleTeam Lead | o | Mark ShipmanTeam Lead | x | Jaime AbelTeam Lead | o | Lori Crowther | o | Ashley Anderson |
| x | Brenda Glendenning | x | Terri Mebane | o | Ange Sullivan | x | Kurt Teal | o | Leanne Miller |
| o | Latoya Hill | x | Lawrence Weber | o | Erika Jenkins-Moss |  |  | x | Claudia Mather |
| x | Abby Howe | o | Charlotte Cates | x | Karen Kratzer |  |  | x | Elaine Simmons |
| Guests  |
| o | Jane Howard | o | Kathy Kottas | x | Lindsay Holmes |  |  |  |  |
| o | ReGina Casper | o | Mary Foley |  |  |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| EMHS 1980 Occupational Internship ITeam 2New Course* Advisory committee wanted an internship course
* Only difference between EMHS 1980 and HZMT 1980 is the prerequisites
* Add assessment paragraph to Section V
* Update C.2.
* Approved with changes
 | Lindsay Holmes | New | Spring 2020 |
| HZMT 1980 Occupational Internship ITeam 3New Course* Advisory committee wanted an internship course
* Only difference between EMHS 1980 and HZMT 1980 is the prerequisites
* Add assessment paragraph to Section V
* Update C.2.
* Approved with changes
 | Lindsay Holmes | New | Fall 2020 |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| n/a |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| BUSI 1630, BUSI 1780, BUSI 1783, BSTC 1025, BSTC 1027, BSTC 1041, BSTC 1664, BSTC 1724, BSTC 1835, CRIM 1647, MSCT 1100, MSCT 1101, MSCT 1102, MSCT 1103, MSCT 1104, MDAS 1609, MDAS 1670, MDAS 1671, MDAS 1677, MDAS 1677, MDAS 1679, NTWK 1054, NTWK 1058, NTWK 1083, PRGM 1020, PRGM 1025, PRGM 1035 | Jane Howard | X | Spring 2019 |
| MLTR 1027 | Terri Mebane | X | Spring 2019 |
| HZMT 1934, HZMT 1975, MLTR 1044, MLTR 1765, MLTR 1796 | Kurt Teal | X | Spring 2019 |
| DRAF 1800, DRAF 1840 | Mary Foley | X | Spring 2019 |
| Other Items | Reporter |  |  |
| LICC Onboarding Document – 2nd draft* Elaine is reviewing after her review set up another meeting
* Let Brian know if you have any additional comments
 | Brian Howe, Jaime, Karly, Erika, Terri |  |  |
| General Education Project* All courses from spreadsheet are now in the approved courses matrix
* This will be shared with PTP next
* Next step would be in the fall look at development of new checklist system for LICC
* Need to bring Jo into this for HLC, fundamental outcomes and general education outcomes, need to see where those outcomes intersect, need to educate faculty on this when they design courses or review syllabi
* Need to start working through the yellow highlighted courses in the spreadsheet, Brian will address with Instructional Council
 | Brian Howe |  |  |

Absent: Ange Sullivan 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.