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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 7/17/2019 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

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| Facilitator | Brian Howe | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Additional** |  | **Non-voting** |
| o | Latoya Hill Team Lead | o | Mark ShipmanTeam Lead | x | Jaime AbelTeam Lead | x | Lori Crowther | x | Ashley Anderson |
| x | Brenda Glendenning | x | Terri Mebane | x | Ange Davied | x | Kurt Teal | o | Lee Miller |
| o | Karly Little  | x | Lawrence Weber | o | Erika Jenkins-Moss |  |  | x | Claudia Mather |
| x | Abby Howe | x | Charlotte Cates | o | Karen Kratzer |  |  | x | Elaine Simmons |
| Guest |
| x | Jane Howard | o | Kathy Kottas |  |  |  |  |  |  |
| o | ReGina Casper | x | Mary Foley |  |  |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| 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 |  |  |
| Onboarding Document* Onboarding document is for new members but a good review for existing members
* How will this be shared with new members: Brian sent the document to the new members for them to review on their own time
* Edits:
	+ Add a statement about keeping punctuation consistent
	+ Prerequisite changes need to also indicate a minimum grade
		- Can we get a report to see grade minimums on existing courses? The new pre req link on our web site has this information: <https://bartonccc.edu/online/programs/courses/prereq-list>
 |  |  |  |
| Team Member Changes* New members: Randy Allen (1), Todd Mobray (2), Marlo Chavarria (3), Christopher Vanderlinde (2)
* Members leaving: Abby, Terri, Lawrence and Ange
* Mary Doyle is coming on mid-year to shadow Karen Krazter (Mary will start January 2020, Karen will come off August 2020)
 |  |  |  |
| 2019-2020 Meeting Dates |  |  |  |
| Concourse Update – regular item on agenda* Implementation team is meeting weekly (Brian, Ange, Kathy, Sarah, Ronnie Dean) – Ronnie is focusing on Banner integration
* There could be a change in our syllabi structure (attached document) – 3 concepts to review

* + Order: do we put things toward the top that are important to the students or do we put the standardized/institutional items toward the top
	+ Implementation team is working on templates and will bring to LICC
	+ Elaine – would like to get faculty feedback (Faculty Council) once implementation team and LICC agree on a template layout
* Process changes: concerns about what does that mean when bringing syllabi to LICC
	+ Faculty won’t bring the word document to LICC anymore, it will be something like the checklist we use now
	+ Need to consider how will we process requests to change standardized items within the syllabi
* Fall 2020 goal for implementation, maybe pilot sooner
* No other KS community colleges use Concourse
* There will be different levels to the syllabi in Concourse: institutional information, departmental levels, campus levels, faculty levels – this will determine what faculty can edit and what needs to be brought through LICC to edit
* Syllabi can be printed directly from Concourse for those that don’t use Canvas
* In the portal there will be a link to Concourse, it will be copied into the course shell
 |  |  |  |

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.