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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 9/12/2018 |
| 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 | Brenda Glendenning Team Lead | x | Charlotte CatesTeam Lead | x | Ange Sullivan Team Lead | x | Lori Crowther | o | Ashley Anderson |
| x | Abby Howe | x | Terri Mebane | x | Karen Kratzer | x | Kurt Teal | o | Leanne Miller |
| x | Latoya Hill | x | Lawrence Weber | x | Erika Jenkins-Moss |  |  | x | Claudia Mather |
| x | Karly Little | x | Mark Shipman | o | Jaime Abel |  |  | x | Elaine Simmons |
| Guests  |
| x | Jane Howard | o | Kathy Kottas | x | Carol Murphy | x | Kathy Boeger |  |  |
| o | ReGina Casper | x | Mary Foley | x | Cheryl Lippert  | x | Lindsay Holmes |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| HZMT 1903 Introduction to Environmental ManagementTeam 1Course Title ChangeApproved | Lindsay Holmes | Revised | Fall 2018 |
| ACCT 1614 Accounting ITeam 3Outcomes and CompetenciesApproved | Kathy Boeger | Revised | Fall 2018 |
| ACCT 1616 Accounting IITeam 3Outcomes and CompetenciesApproved | Kathy Boeger | Revised | Fall 2018 |
| ACCT 1618 Managerial AccountingTeam 3Outcomes and CompetenciesApproved | Kathy Boeger | Revised | Fall 2018 |
| ENGL 1204 English Composition ITeam 1Prerequisite Change, Course DescriptionApproved | Carol Murphy | Revised | Spring 2018 |
| MLTR 1020 Maintenance ManagerTeam 1Outcomes and CompetenciesApproved with changes | Terri Mebane | Revised | Fall 2018 |
| MLTR 1042 Military Petroleum OperationsTeam 1Outcomes and Competencies, Credit HoursApproved with changes | Terri Mebane | Revised | Fall 2018 |
| 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 |  |  |
| Next-Gen Accuplacer – placement scores* The new scores will be effective January 2019
* Next-Gen is more accurate than the classic version
* When taking the Next-Gen placement test the students are asked some non-cognitive questions
 | Carol Murphy |  |  |
| MLT Executive Summary* Added Sociology course as an option
* Students can complete either General Psychology OR Sociology
 | Cheryl Lippert/Kathy Kottas |  |  |
| General Education Proposal* Timeline for review and approvals
	+ Brian will reach out to faculty for feedback before next LICC meeting
	+ October 10 – LICC
	+ October 10 – PTP
	+ October 16 – Instructional Council
	+ October 22 – President’s Staff
	+ October 23 – Board Meeting
	+ November 27 – Board Meeting (recommend for approval)
* President wants to implement in Fall 2020
 | Brian Howe |  |  |
| Concourse Syllabus Program – will be implementing soon | Brian Howe |  |  |
| Course description discussion – use complete sentences for course descriptions | Team |  |  |
| Syllabus formatting discussion – we will not request corrections to formatting unless the formatting is really bad throughout the whole syllabus | Elaine Simmons |  |  |

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.