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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 3/11/2020 |
| Time | 3:30 – 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** |
| x | Karly LittleTeam Lead | o | Charlotte CatesTeam Lead | o | Marlo Chavarria Team Lead | x | Lori Crowther | x | Kathy Kottas |
| x | Latoya Hill  | x | Chris Vanderlinde | o | Jaime Abel | x | Kurt Teal | x | Lee Miller |
| x | Brenda Glendenning | x | Todd Mobray | x | Karen Kratzer |  |  | x | Claudia Mather |
| x | Randy Allen | x | Mark Shipman | x | Erika Jenkins-Moss |  |  | o | Elaine Simmons |
| Guest |
| x | Jane Howard | x | Mary Foley | x | Mary Doyle |  |  |  |  |
| o | ReGina Casper | x | Matt Connell | x | Edward Dean |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| OSHA 6010 Safety, Health and Environmental Risk Management Principles* Reviewed by Team 2 – tabled from our last meeting
* Credit Hours, Outcomes and Competencies Change
* Changing from non-credit to credit course
* Section V. D.1. change to: Collaborate with team members and create a risk management plan for the assigned scenario.
* Course description:
	+ In the 1st sentence use “environment” instead of “environmental”.
	+ Change the 2nd sentence to: The course will use breakout sessions, class discussion and instructor resources to work on risk management problems.
* Motion to approve by Karly, second by Karen
* Approved
 | Edward Dean/Kurt Teal | Revised | Spring 2020 |
| 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 |  |  |
| LICC Submission Worksheet* This worksheet will replace our current new and revised checklists
* Review and give feedback at our next meeting
 | Brian Howe |  |  |
| Assessments Statements* We’re finding variations in assessment statements on syllabi
* Use the statement with the “Course Outcomes, Competencies, and Supplemental Competencies”
 | Brian Howe |  |  |
| Concourse Syllabus Instructions* The team working on the Concourse Implementation added instructions and notes for faculty in the various sections of the syllabus
* Document for review will be emailed out to the group
* Review and give feedback at our next meeting
 | Brian Howe |  |  |

Absent: Charlotte Cates, Jaime Abel have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

|  |  |
| --- | --- |
| ESSENTIAL SKILLS                              | REGIONAL WORKFORCE NEEDS    |
| WORK PREPAREDNESS                     | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT              | STRATEGIC PLAN |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.