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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 10/14/2020 |
| Time | 3:30 – 4:30 pm |
| Location | Zoom <https://zoom.us/j/92520005542> |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | o | Todd Mobray  Team Lead | o | Jaime Abel  Team Lead | | x | Lori Crowther | | x | Kathy Kottas |
| x | Karly Little | | x | Chris Vanderlinde | x | Erika Jenkins-Moss | | x | Kurt Teal | | x | Lee Miller |
| x | Randy Allen | | x | Laura Schlessiger | x | Marlo Chavarria | | x | Karen Kratzer | | x | Claudia Mather |
| x | John Mack | | o | Sara Hoff | x | Mary Doyle | |  |  | | x | Elaine Simmons |
| Guest | | | | | | | | | | | | |
| o | ReGina Casper | | o | Mary Foley | x | Susan Simmons | |  |  | |  |  |
| o | Matt Connell | | x | Janet Balk |  |  | |  |  | |  |  |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| LEAD 1002 Leadership and Management Seminar I   * Reviewed by Team 1 * Outcomes and Competencies change * Motion to approve by Brenda, second by Mary * Approved | | | | | | | Susan Simmons | | | Revised | | Fall 2020 |
| LEAD 1003 Leadership and Management Seminar II   * Reviewed by Team 2 * Outcomes and Competencies change * Competency A.1. spell out PM (project management) * Competency G.3. should be “identify” * Competency H.1. should be “create” * Motion to approve with changes by Karly, second by Marlo * Approved with changes | | | | | | | Susan Simmons | | | Revised | | Spring 2021 |
| LEAD 1004 Leadership and Management Seminar III   * Reviewed by Team 3 * Outcomes and Competencies change * Motion to approve by Chris, second by Laura * Approved | | | | | | | Susan Simmons | | | Revised | | Spring 2021 |
| 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 | | |  | |  |
| Process to submit changes to the master syllabus   * Need to determine the approval process for bringing it to LICC and who the person would work with; would an individual person be bringing changes or a committee (like PTP) * Would LICC vote to approve the requested edits; at a minimum LICC needs to be notified * We would not post this worksheet publicly on the web site; keep on file in the VP of Instruction Office   + Add a statement on the internal LICC page that states: if you wish to makes changes to the institutional template email… | | | | | | | Brian | | |  | |  |

Absent: Todd Mobray have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

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| --- | --- |
| 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.