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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> |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Brian Howe | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Additional** |  | **Non-voting** |
| x | Brenda GlendenningTeam Lead | o | Todd MobrayTeam Lead | o | Jaime AbelTeam 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:**

|  |  |
| --- | --- |
| 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.