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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 5/14/2025 |
| Time | 3:30 – 5:00 pm |
| Location | Zoom <https://bartonccc-edu.zoom.us/my/riegelsbcc> |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Brian Howe | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Non-voting** |  | **Non-voting** |
| x | Brian Howe Team Lead | x | Stephanie Joiner Team Lead | x | Kurt Teal Team Lead | x | Kathy Kottas | o | Chris Baker |
| x | Tyler Schiffelbein | x | James Hill | x | Claudia Mather | x | Elaine Simmons | o | Mary Foley |
| x | Darren Ivey | x | Lee Miller | x | Mary Doyle | x | Lori Crowther | o | Josh Winkler |
|  |  |  |  | x | Jenn Bernatis |  |  |  |  |
| Guest |
| o | Walter Brown | x | Cristi Gale | x | Gretchen McCracken (Golden Key Group) | x | Linda Goldring (Golden Key Group) |  |  |
| x | Jennifer Steinert | x | Donnielle DeMesme (Golden Key Group) | x | Sonya Miranda (Golden Key Group) |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| MLTR 1815 Digital Training Management System (DTMS)* Team 3 Reviewed
* Credit Hours and Outcomes/Competencies
* Motion by Stephanie, second by Jim
* Approved
 | Walter Brown/Kurt Teal | Revised | Fall 2025 |
| OFTC 1666 Records Management* Team 3 Reviewed
* Course Description and Outcomes/Competencies
* Updating the course as it hasn’t been taught for two years
* Motion by Lee, second by Stephanie
* Approved
 | Jennifer Steinert | Revised | Fall 2025 |
| PRGM 1039 Object-Oriented Programming* Team 3 Reviewed
* Credit Hours, Course Description, and Outcomes/Competencies
* This course is part of the new KBOR Systemwide Computer Science transfer program
* Motion by Stephanie, second by Mary
* Approved
 | Cristi Gale | Revised | Fall 2025 |
| FDHR 1000 Introduction to HR Management* Team 1 Reviewed
* New Course
* The FDHR courses presented are part of a new AA in Federal Human Resource Management program in conjunction with the Golden Key Group
* Motion by Stephanie, second by Darren
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1010 Talent Acquisition and Recruitment* Team 1 Reviewed
* New Course
* Motion by Kurt, second by Mary
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1011 Compensation and Benefits* Team 1 Reviewed
* New Course
* Motion by Brian, second by Kurt
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1012 Human Resource Law* Team 1 Reviewed
* New Course
* Motion by Stephanie, second by Jim
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1013 Employee and Labor Relations* Team 1 Reviewed
* New Course
* Motion by Lee, second by Darren
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1014 Training and Development* Team 1 Reviewed
* New Course
* Motion by Stephanie, second by Stephanie
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1200 HR Information Systems* Team 2 Reviewed
* New Course
* Motion by Stephanie, second by Lee
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1201 Performance Management* Team 2 Reviewed
* New Course
* Motion by Lee, second by Jim
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1202 Interpersonal Skills for HR* Team 2 Reviewed
* New Course
* Motion by Stephanie, second by Kurt
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1210 Effective Communication and Professional Development* Team 2 Reviewed
* New Course
* Motion by Stephanie, second by Darren
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1211 Ethics in the Federal Government* Team 2 Reviewed
* New Course
* Motion by Kurt, second by Jim
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1212 Position Classification and Position Management* Team 3 Reviewed
* New Course
* Motion by Kurt, second by Jim
* Approved
 | Josh Winkler | New | Fall 2025 |
| FDHR 1214 HR Data Analytics* Team 3 Reviewed
* New Course
* Motion by Kurt, second by Lee
* Approved
 | Josh Winkler | New | Fall 2025 |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| n/a |  |  |  |
| Other Items | Reporter |  |  |
| 2025-2026 Meeting Schedule | Brian Howe |  |  |

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

**ENDS:**

**1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Planning
8. Contingency Planning**



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

**Drive Student Success**

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

2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity,
  inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.