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| AGENDA/MINUTES |
| Team Name | Deans’ Meeting |
| Date | February 24, 2016 |
| Time | 2:00 – 3:30 p.m. |
| Location | A-113/GoToMeeting  |

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| Facilitator | Dr. Garrett | Recorder | Rayna Engel |
| Team members | Present XAbsent O |
|   | Richard Abel |   | Elaine Simmons |  | Bill Nash |  |  |
|  | Angie Maddy |   | Ange Sullivan |   | Ashley Anderson |  |  |
| Guests |
|  | Carol Murphy |  |   |  |  |  |  |
|  | Jenna Wornkey |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Discussion Regarding the Process of Adjunct Evaluation Delivery. Evaluations will be received by the VP Office then taken to HR.Reminder: Faculty FT and Adjunct Evals come to VP before HR. | Dr. Garrett |
| Process for Updating Assessment ScoresBarton’s scores only differ in the Math. No section on CAM right now. Jenna recommends going to LICC and Programs before any changes are made. Carol recommends moving on this now. Dr. Garrett wants Developmental Team to review and give recommendation. Elaine asked who will choose among the multiple measure options. Robin suggested Developmental Team looks at these and makes recommendation. Dr. Garrett/Elaine asked for clarification/redirection with #5 and #6. More discussion is needed on this topic. | Carol MurphyAndJenna Wornkey |
| Instructional Policy – 2511 Grade and Attendance Reporting (attachment) – Held from DecemberDr. Garrett made some final adjustments brought about by Angie Maddy. Rick and Elaine would like timely defined. Timely needs to be prescriptive. Elaine asks if it is too much to ask that instructors be required to communicate with students on a weekly basis? Dr. Garrett asked the Dean’s if they want to leave it as timely or take it to Faculty Council to be more prescriptive. The vote was to allow Faculty Council to look at it and have one chance to weigh in. | Dr. Garrett |
|  Student Complaint Process (attachment) – Held from December There are 2 different methods we have printed for problem resolutions. The Grade Appeal and 2615. The Grade Appeal will be removed from catalog in the Fall. Review Policy 2615 and send recommendations to Rayna within the next couple weeks.  | Dr. Garrett  |
| Discussion about Policy/Procedure relating to seat-time/class attendance/etc. (Include Myrna and Lori on this discussion) – Began with email conversation (located in my Deans’ Meetings email folder)Tabled for today | Group  |
| College to University Agreements Discussion: Review of Procedure #2525 – College to University Articulation Agreements (should be done each September to ensure the procedure accurately reflects the new processes that are coming out of KBOR and COPS | Dr. Garrett  |
|  Discussion regarding KPERS for RetireesThere is going to be a change that will increase the cost of KPERS. It was decided that Adjuncts would not receive a cut in pay due to the increase.NOTE: Faculty/Staff/Adjunct will be listed in the graduation program. | Dr. Garrett  |

**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.