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| AGENDA/MINUTES | |
| Team Name | Deans’ Meeting |
| Date | April 27, 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 X  Absent O | |
| X | Richard Abel | | X | Elaine Simmons | X | Bill Nash | | |  |  |
| X | Angie Maddy | | X | Ange Sullivan | X | Ashley Anderson | | |  |  |
| Guests | | | | | | | | | | |
|  | Regina Casper | | X | Carol Murphy |  |  | | |  |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| Minutes from Last Meeting (1 attachment)  Dr. Garrett announced the group is now called the Deans Council.  Extend the time of the Deans Meetings until 4:30 going forward. | | | | | | | | | | N/A |
| Presentation of EDUC XXXX First Year Experience Seminar Proposal for Fall 2016 (attachment) – Continued from Last Meeting  Dr. Abel brought up this topic about 2 years ago. They put a task force together meeting regularly about what other institutions were doing and the desired direction of this offering. FHSU offered some guidance. The Student Success class was felt to be a good ‘nuts and bolts’ class but felt students needed additional directive. The FYE class will be different in that it will provide this ‘extra’ guidance/skills. This course is more of a behavioral class vs the cognitive approach offered in the Student Success course. Elaine asked how we know what/when to place students in this class. Dr .Abel would like this class to be mandatory with a potential 1 cr. – just beginning with the GB Campus. Would like to pilot this course in the Fall with the Upward Bound students. Student Success does currently get paid by Financial Aid and is 3 cr. Angie M. spoke about our options – maybe combining the two courses – broaden the scope of Student Success to encompass FYE content. Dr. Garrett asked the group for further input/future steps. Dr. Garrett would like to have feedback by Tuesday from faculty/ED’s emailed to Rick, Angie and Rayna (cc Dr. Garrett). Ashley questions why we can’t just embed the FYE content into Student Success? Elaine asked Rayna to send the Student Success syllabus to all Deans after the meeting. | | | | | | | | | | Dr. Abel |
| KBOR Performance Agreement (2 attachments)  Dr. Garrett referred to the handouts. We have to provide numbers by June and finish in September. Elaine suggested that she is fairly confident the number for the next reporting is a ‘done deal’. Dr. Garrett stated that everyone that was down in two was penalized. The work we do will be a benefit in 2017. Dr. Garrett stated that if we can find anyone we can complete – do it. Ange S questioned if Technical data was being included in this data. Ange S told Elaine she would ask Jo Harrington if Tech is included. Dr. Garrett said we might look at adjusting the metrics for the future. | | | | | | | | | | Dr. Garrett |
| Tech Management 2+2 (2 attachments)  Elaine does not feel we are ready to move forward with the 2+2 included with the Agenda. Elaine feels her and Bill need to have a conference call with K-State. However, move forward with the Wesleyan Agreement. | | | | | | | | | | Elaine Simmons  Bill Nash |
| Revision of Placement Policy (1 attachment)  All the highlighted is revised on the document provided by Carol. Everyone that does not meet ACT requirement – they would take Accuplacer plus this additional test. Rick needs to follow up on how we are going to implement. What about students that took the Accuplacer somewhere else? | | | | | | | | | | Carol Murphy |
| Faculty Meeting Discussion (3 attachments)  Adjunct  Professional Development  New Faculty  Dr. Garrett would like the Adjunct and the Professional Development meetings to be aired live to all campuses. She feels we need to inclusive of all campuses.  The group viewed the postcard designed by Elaine. Robin asked if we needed another postcard outlining the sessions available? This would provide a platform to talk to adjuncts about syllabi, course shells, etc. Elaine questioned if there should be two types of adjunct sessions due to the diversity/push back from previous years. Elaine will provide the PowerPoint used to view and decide if one general session is appropriate. Elaine questioned if Denise is responsible, Rayna is responsible, both, more??? | | | | | | | | | | Dr. Garrett  Elaine Simmons |
| Faculty Qualifications Paperwork  In the past, when the form was filled out they were sent to HR. Elaine is done with those that were in jeopardy from the last review and the FT Faculty. Rick is done with the FT, but is now working on the Exceptions List. He has notified all exceptions except one. Ashley is basically done. The BOL faculty is returning them quickly. She had only one exception and a few nighttime adjuncts she is trying to get ahold of.  Bill is done.  Everyone send spreadsheets to Rayna to be compiled for overall review.  Once Dr. Garrett signs and they are sent back to departments – the department needs to send a copy to HR.  Elaine asked if the HR Hiring Qualifications Guiding Document could add some narrative to their list. | | | | | | | | | | Dr. Garrett |
| ENDS Presentation  Dr. Garrett will compile info from Rick, Elaine and Ashley to present to Board. | | | | | | | | | |  |
| CCSSE  Dr. Garrett shared discussion from the OAC meeting regarding involving faculty/staff in the process of evaluating CCSSE data. We need to be using the data in these assessments. We also need to involve the Fort in this process. | | | | | | | | | |  |
| Balloon Drop  Why is the Balloon Drop being canceled? Brandon felt they could not be dropped in an organized manner so it was eliminated yesterday or today. Angie M is going to investigate further. | | | | | | | | | |  |
| Faculty Resource Center  Dr. Heilman and Dr. Garrett have been talking about a new constant/permanent Professional Development position to assist Faculty – the creation of a new position to comply with HLC recommendations. For every 1 FT we have 2.3 PT employees. We are on the higher side. Robin feels we need more FT. The Deans support creation of a new position for this role. HLC requires that we document how instructors interact with students to meet credit hour requirements. (Substantive Interaction) | | | | | | | | | |  |
| All Faculty Meeting to be held May 13.  Robin introduced numbers for load/compensation. Robin set forth the needs we are striving to meet.  Robin refers to the Conflict of Interest Policy. Everyone who is teaching Overload without permission is going against this policy.  The Dean should be signing off on these. Robin went in to detail explaining the need of disclosing a 2nd job in order that we can evaluate any issues of time constraint. This discussion applies to FT employees.  $600 per cr hour + $150 per cr stipend online with a min of 10 students with documented exceptions. Less than 10 instructor has the right to accept a prorated amount of pay. If instructor refuses the class will be canceled. Max class size is 40. Lead online instructor will get an additional flat $200 to support staff – must be 40 before divided. For Fall 2016 there will not be a load limit. However, pay and class size will go into effect in the Fall. For Spring 2017 all FT Faculty will have max load of 90 (including contract). Max credit for each long semester is 33. Max class in intersession is 2 classes. Max classes at any given time is 9 classes. Adjuncts max of 63 cr hours per academic year. Max cr hours long semester is 23. 5 classes in summer. 2 classes in intersession Max of 6 at any time. FT staff as adjunct max at any time 4 classes.  Fall 2017 additional load reductions will be put in place.  Ange wanted to know if Dr. Garrett is concerned with inequities in credit hours between campuses. Fort Riley faces the issue of being self-sustaining in this respect.  Elaine believes a handout at the Forum would be beneficial. | | | | | | | | | |  |

**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.