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| AGENDA/MINUTES |
| Team Name | Deans Council |
| Date | 1/25/2017 |
| Time | 2:00 – 5:00 p.m. |
| Location | A-113/GoToMeeting  |

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| Facilitator | Robin Garrett | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
|  x | Brian Howe |  x | Elaine Simmons | o | Bill Nash |  |   |
| x | Angie Maddy |  x | Claudia Mather |  x | Ashley Anderson |  |  |
| Guests |
| x | Charles Perkins | x | Regina Casper |  |  |  |  |
| x | Michelle Kaiser | o | Dr. Heilman |  |  |  |  |
| Topics/Notes | Reporter |
| Dr. Heilman to address the Deans – Dr. Heilman did not attend meeting. | Dr. Heilman |
| Strategic Planning – See attached spreadsheet* Dr. Garrett will review the priority items with each Dean and make comments on the spreadsheet.
 | Dr. Garrett |
| Substantive Interaction – See attached Edukan document***EduKan language:******Instructor Expected Interaction:****Instructors should plan to login into their courses and participate at least:**         Four different days each week for all courses.**         Participate in student discussions by responding to a minimum of 25% of the student posts each week**         Respond to each student in the course at least once during the tenure of the class.**         Conduct all course-related communication within the Canvas communication tool. For communication outside the course the instructor should save all communications for audit purposes.** The EduKan information was just to show the Deans what EduKan has/does for their interaction policy.
* Claudia provided the expectations addendum for BARTonline instructors.
 | Dr. Garrett |
| Computer Lab Upgrades* On the internal website under Info Services, College Employee Help, Computer Maintenance is the listing of equipment.
* Deans need to get with their faculty and have them spot check the computer labs to make sure the right computers are in the correct rooms.
 | Charles Perkins |
| Student Evaluation Summaries* On the internal website under Info Services, College Employee Help, Surveys is where the Deans can log in to see the student evaluations for their faculty.
* Faculty go to the course shell to see their evaluations.
* Deans need to let Caicey know if the correct faculty are not under them so she can update it.
 | Charles Perkins |
| Library Advisory Committee* Regina would like to bring back the Library Advisory Committee. It was disbanded about a year ago. This committee with keep the library accountable.
* She would like 6 members plus herself.
* Regina will send out a list of names to the Deans and they will approve them.
* She would like to meet 3-5 times a year.
 | Regina Casper |
| NISOD Review – See attached nominations* Lee Miller and Brian Howe were nominated and chosen as winners for the award.
* Sarah will send them the information to register and attend the conference if they choose.
 | Dr. Garrett |
| Course and Section Consistency* Discussion around the lack of consistency of the courses taught at high schools by high school teachers.
* Agreement was there needs to be standards set around this.
* This will be discussed at the next DLAC meeting.
 | Claudia Mather |
| PAWS Link* Starting Feb. 1 everyone will need to start using the MyBarton portal to access their PAWS account.
* Effective June 1 the PAWS link will be removed from the front page of the Barton website.
 | Michelle Kaiser |
| Program Reviews* Brian has his all completed using the template.
 | Dr. Garrett |
| Canvas Conversions – See attached spreadsheet* This is a listing of all the outstanding conversions and their status for quick reference.
* Sarah will keep this updated.
 | Dr. Garrett |
| **In Progress from previous meeting:** |  |
| Community College Maximum Enrollment Information – See attached documentStudent Max Credits – Recommend 24/semester 10 for summer – Lori will survey other schools*11/29/16 Yes I did!   Thanks for the reminder that I have this information in my notes from the conference.**Here is the information from the community college roundtable discussion:** *The majority of the CC’s max enrollment per semester ranges from 15-18 credit hours.*
* *Appeals are available*
* *Garden CC limits online courses to 12 credit hours per semester*

*I am going to go ahead and send out an email to our listserv today so I can get the exact max limit and how they monitor the limit from each college.* *Once I get a variety of responses I will compile the results!**Thanks!**Lori** Recommendation is max should be set at 24 hours for semester with proper procedure being followed for any exceptions.
* Angie will write up a draft and bring it to the next Deans meeting.
 | Dr. Garrett |
| DLAC – make announcement through CanvasSections Conundrum – instructor names on sections and build sectionsBioSig – old trainings; “major unit test and final exam”; BioSig recommends using throughout course, Edukan has a good policy* Claudia recommends using BioSig for mid-team and final exams, at minimum.
* BioSig is best suited for testing.
* Claudia’s staff can train faculty how to use it.
 | Claudia Mather |
| Online Course Evaluation/Review of InstructorBrian will pilot* Brian has begun piloting this.
 | Brian Howe |
| Accreditation document review* Needs to be done by September and there’s still a lot to do.
* Cathy is working on compiling all the information and will request information as she needs it.
* Will invite Cathy to the next Deans meeting to discuss.
* The HLC website under Accreditation; Criteria, Eligibility and Candidacy; Criteria for Accreditation are the criteria.
 | Dr. Garrett |
| Other StuffElaine shared her take-aways from Dr. Flanders.* Placement assessments done during the recruiting process need to be stressed as significant. So students take them seriously and Barton can better assist those students.
* Many students don’t complete their degree because they get a job. Need to evaluate at what point students are stopping to see if the completion point can be adjusted so they do complete.
* Barton needs to focus on marketing.

Claudia will be attending an online professional development course. | Anyone?? |

**ENDS:**

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| 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**  | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement**  | **Optimize Employee Experience**  |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |