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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 X  Absent 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 document  Student 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 Canvas  Sections Conundrum – instructor names on sections and build sections  BioSig – 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 Instructor  Brian 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 Stuff  Elaine 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***

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| --- | --- |
| **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* |
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| **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* |  |