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| AGENDA/MINUTES |
| Team Name | Deans Council |
| Date | 4/26/2017 |
| Time | 2:00 – 3:30 p.m. |
| Location | S-139/GoToMeeting  |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Brian Howe |  x | Jane Howard | x | Bill Nash |  |  |
| x | Angie Maddy |  x | Claudia Mather | x | Ashley Anderson |  |  |
| Guests |
| x | Lori Crowther |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Follow-up from 2/28/2017 Meeting |
| Primary Contract/Overload Contracts/Service Time Model – Group Meeting* The group came up with a process to handle these items.
 | Elaine |
| Faculty Evaluations* FT/Regular, Part-time – These are done for those faculty on tenure track. Tenured faculty evaluation deadline is in May.
* Adjunct – Jane is done. Brian, Ashley and Bill are still working on.
* Future Tool – No one is happy with the current process for evaluations. Elaine wants to discuss ideas at some point.
 | Elaine |
| Staff Appraisals* Need to go to HR when completed.
 | Elaine |
| New Discussion Items |
| Global Email Addresses (Distribution Lists)* Discovered the global email lists are not correct.
* May work on cleaning these up at a later date.
 | Elaine |
| Out-District Approvals* Elaine and Sarah are learning the process and working through them.
* A procedure and timeline are being developed.
 | Elaine |
| Academic Calendar* Years 17-18 are approved. Years 18-19 and 19-20 are drafted. A team will meet next week to review the drafts.
 | Elaine |
| Program Review* No update.
 | Elaine |
| BioSig Proposal* With Elaine and going to the President.
 | Elaine |
| Syllabi Project* Brian is still working on some.
* Ashley has some.
* Bill is done.
 | Elaine |
| Grade Documentation* Should be saved on T: drive.
* Brian and Ashley are good.
* Bill still has some.
 | Elaine |
| Assurance Argument – Accreditation* Due August 14.
* Report at President’s Staff in May.
* Meetings are scheduled with core group.
 | Elaine |
| Professional Development* Changes in how the college will use professional development dollars are coming.
* Send Elaine any concerns.
 | Elaine |
| KBOR Assessment & Placement Draft Guidelines & Response* Everyone received a copy of this report.
* Send Elaine any feedback.
 | Elaine |
| Academic Integrity Policy (2502) – see attachments* Dr. Garrett revamped the policy the end of 2016.
* Received employee comments on the policy from the February President’s Staff meeting.
	+ Will make adjustments to policy language per employee comments.
* Electronic AI Form – faculty will complete for any type of situation (general cheating or worse)
	+ The form only needs to go to Lori Crowther if it’s an XF. Forward to Lori – she needs to be notified right away. Do not wait until completing the hard copy XF form to notify Lori.
	+ VP office receives the form via email, logs it and monitors for ongoing offenders.
	+ Action Item for VP office: Need to come up with a process for the VP office. At what point do we notify faculty of repeat offenders and how do we notify them?
* AI Course – PHIL 1612
	+ The course is now regularly scheduled – every 9 weeks.
	+ Currently only one instructor. May need to look at adding more instructors.
	+ Need to define “pass”. Is it a C or D?
* Proposed process if student awarded XF. XF form will be completed by the instructor and approved by the Dean and VP.
	+ AI course should be mandatory.
	+ Student can’t take anymore classes unless they are enrolled in AI course.
	+ Student must successfully complete the AI course to continue with their Barton education.
	+ Faculty member will still designate on the XF form if the “X” can be removed upon completion of AI course.
	+ Question pertaining to whether the student is prohibited from future classes with the instructor will be rewritten to be more clear.
* Need a process to monitor if the student has enrolled in the AI course or if they enrolled in any other classes. This should be handled in Maxient.
	+ Per Lori if a student has an XF then there will be an XF hold on their account.
* Elaine will work on rewriting the letter sent to students.
 | Group |
| Faculty Credential Paperwork* Elaine is going to overhaul the policies.
* All catch-up work was done but new people have been hired and the forms weren’t completed.
* Brian updated the Faculty Qualifying Credentials spreadsheet.
 | Elaine |
| AVP Update* Elaine applied for the VP position.
* Brian is officially Dean of Academics May 1.
 | Elaine |

**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* |  |