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| AGENDA/MINUTES | |
| Team Name | Deans Council Meeting Minutes |
| Date | December 12, 2017 |
| Time | 1:45-3:45p.m. |
| Location | S-139 |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Jane Howard | x | Kurtis Teal | | | x | | Kathy Kottas |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | | x | | Mary Foley |
| Guests | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| **Follow-up Topics**   * Academic Integrity   + FC Chair Cox Feedback     - FR/FL/BOL Courses Have College Policy Quiz Including Academic Integrity Questions in Course Shells; F2F GB Classes?     - Brian isn’t sure that we need the quiz     - Angie ask if it could be a check box? The students should see it but not in every course     - Could it be in the Portal, in a section called policy and procedure or academic integrity?     - Recommend Academic Integrity Module In All Course Shells with Quiz       * Timeframe/Announcement/Rationale       * Courses Without Shells       * The academic integrity spreadsheet is looked at daily. The VP’s office is sending certified letters.       * The athletic mentor has ask for copy of the athletes on the spreadsheet.       * Revisit Academic Integrity in another meeting   + Revised Basic Reporting Form (Evaluation Kit)   + Revised XF Form   + Integrity Database – Faculty Notices of Repeat Offenders   + Basic Violations Shifting to Capital   + BioSig Update (Claudia)   + There was a second meeting with BioSig today (12-12-2017). There is a web site call max mind that can determine the location for VPN   + AI Forensics Work (Brian) * Employee Appraisals & Evaluations   + - Adjunct - January 12 * Strategic Planning   + Completed Draft Plans to Me – January 2 * Program Review   + Reviews Due to Me – January 29 * Revised Class Minimums – January Start * Faculty Credential Form   + Update Completed/Document Shared   + Procedures and Checklists Updated * Course Development Fees   + Claudia’s References – Council’s Feedback   + Claudia’s Recommendation   + Claudia feels that is faculty gets paid to create the course, it needs to meet standards. It is OK to use resources but don’t make them the class * Outcomes Assessment   + OAC Representative – Ashley   + New CAT Subcommittee   + Assessment Academy Selection   + Brian is not sure that adjuncts should serve on the Assessment Academy. The reason is that this is a “many” meeting academy and adjuncts have full time jobs as well as serving the college   + Jo is working on a syllabus for the Assessment Academy   + Program Assessment   + There is a meeting the end of January   + Jo’s Attendance at Dean’s Council   + Jo will attend every other Dean’s Council meeting (except during the summer) * Phone Hunt Groups – Office Areas * January BOL Division Meeting – January 2 & 4 * February Academic Integrity Faculty Forum * Holiday Issues – IT (email to Michelle, Renee and Amy) | | | | | | | | | | |  |
| **New Discussion Topics**   * January Professional Conference Days – Remote/Live Participation * Evaluation Kit   + Training Video   + Review/Communication Plans * Adjunct Faculty Email Addresses – All Must Use Bartonccc.edu   + Implementation Plan * 2511 Procedure – Grade & Attendance   + Lori’s Input   + Faculty Council Input * Finals Schedule – Evening Classes * The finals schedule needs to include when evening classes take their finals * New Professional Development Committee   + Membership: Ashley, Kurt, Kathy, Mark, Julie, Michelle, Brandon & Cathie   + Definitions, Practices & Documentation * Documenting Committee Membership * ADA Compliance Courses (Claudia) * ADA Compliance Word Documents/PDF * Course Cancellation/Early Releases Discussion * NISOD   + Award Recommendations   + Faculty Council Proposal (Academic Integrity)   + Faculty Council is moving forward with the Academic Integrity presentation and representing Barton * AACC Award (Faculty) | | | | | | | | | | |  |
| **Action Items**   * **Look at procedure 2470 Intellectual Property** * **Claudia will send a draft two for class writing** | | | | | | | | | | |  |