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| AGENDA/MINUTES | |
| Team Name | Deans Council Meeting |
| Date | September 12, 2017 |
| Time | 10:00 a.m. – 11:30 a.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 | | |  | |  |
| O | Angie Maddy | | X | Claudia Mather | X | Ashley Anderson | | |  | |  |
| Guests | | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | | Reporter |
| **Follow-up from the Retreat**   * Mission/Vision Statements – Eliminating * Academic Integrity Procedure * The integrity class has been removed from the policy. Upon review of the flow chart it was suggested to add the Academic Integrity Violation Report form link to the chart. * Faculty Council would like the opportunity to give feedback on new and/or modified procedures. The Academic Integrity Procedure will be a test pilot, another procedure update will then be marked “draft” and sent to Faculty Council giving them one week to respond with feedback. * Employee Appraisals & Evaluations   + Draft 2017-2018 Chart   + Faculty members coming midway in a semester, tenure eligibility doesn’t begin until the first full contract cycle.   + PT/FT Template   + Adjunct Faculty Process   + There has been an adjunct faculty spreadsheet created. There are a lot of open slots that have no information. Dean’s will take a look at the spreadsheet and supply answers for the blank spaces.   + VP’s office will send a reminder of the adjuncts evaluations due in a semester. * Strategic Planning   + Work with Teams/Consult with Dean & Kaiser (As Applicable)/Prepare Plan (October-December)   + Do not forward completed spreadsheets unless you have talked to Dean and/or Kaiser to get estimated cost.   + Submit Plan to Elaine (All Spreadsheet Columns Completed) – January 2   + Submit Instructional Plans to Heilman/Dean – February 1 * Program Review * Mark thinks he has everything he needs for subject codes * Guided Pathways * We are trying to include faculty on the committee, but it has proven to be difficult. Also working to have a joint meeting with student services. * FLAC Preparations * Looks like we are ready to roll, upper administration and super users went through the user guides. * Class Minimums * Minimums may change, Dean Perkins is making a report of how many classes we have to let go and expenses | | | | | | | | | | | Elaine |
| **New Discussion Topics**   * Enrollment Reports   + BOL Differences – IR Attributes to Slow Enrollment Processing Last October (2016) for Session I & II   + Campus Differences – Researching   + Monday report and monthly report, Mark thinks his report is correct because he does it the same time each month. Do your job, as enrollment comes in, process them. * KACCT Topics   + Concurrent Education   + Legislature has decided that concurrent enrollment if not working well, if this goes through we will not be able to charge.   + Bachelor’s Degree Changes   + Assessment & Placement     - Data     - Pilot * Promotional Assistance * Elaine posed the question, would you like it if you had a resource outside of the PR Department that would assist with fliers and marketing would you like it. Claudia was a yes, other members will get back. * Spring 2018 Schedule – September 20th * Scheduling Committee – Solie Input * BOL   + Scheduling Deadlines (One Year Calendar)     - Align with Bulletin of Classes     - Other Method   + BOL Team Functions   + Draft Accelerated Schedule, Faculty Feedback & Updates   + 2+2 Agreements   + These agreements need to be promoted. * Instructional Technology Committee (Replace DLAC/Information Technology Committees?) * International Students’ Cross-Functional Discussions * Core Accreditation Team/Sub-Committee * Edukan (11 Faculty Assigned with Five Working for Barton & Six Not) – We are Responsible for Management (Discipline) for Matters Associated with Instruction and/or Operations * Faculty (BOL) Payment (New and/or Updated) * The question was brought up….we don’t pay F2F to create material so why do we pay BOL for creating material? * Student Employment   + Cancel Classes   + Instructor Documentation   + Do not let student employees work when they should be in class. | | | | | | | | | | | Elaine |
| * **Syllabus Management** * Vendor called Concourse, the plan is have a couple of members from LICC and Dean’s Council to sit through a demonstration. | | | | | | | | | | | Brian |
| **Action Items**   * Elaine-send adjunct faculty evaluation spreadsheet * Elaine-send EDUKAN chart to see if we want to alter for us * Elaine-get back with Mark to get user guides filed in PDF format * Kurt needs a tracking system for his FT and Regular PT employees | | | | | | | | | | |  |
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**ENDS:**

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| ESSENTIAL SKILLS | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS | REGIONAL WORKFORCE NEEDS |
| ACADEMIC ADVANCEMENT | SERVICE REGIONS |
| PERSONAL ENRICHMENT | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |

