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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 XAbsent 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 |  |

