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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Wednesday, January 29, 2020 |
| Time | 2:00-3:30p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Discussions**   * Ellucian Cloud Project   + Project is on track   + Haven’t heard much from students (only 2 students had questions and they are LSEC students), probably won’t hear much until it’s actually rolled out * Finals Procedure – Employee Comments/1st Reading (February) * Academic Integrity Procedure – Employee Comments/1st Reading (February) * Inclement Weather Procedure – 2nd Reading (February) * Assessment & Placement Procedure Update (Angie)   + Revisions can be minor per Mark Dean so the procedure doesn’t need President’s Staff review * LICC Report (Howe)   + General Education     - Advisor sessions start next week     - Lori will be finished with her work 1/31 and Sarah/Denise will start theirs on 2/1   + Concourse     - Pilot going on now     - Will have training at BOL division meeting and Faculty Council Professional Development * Faculty Credential Form & Transcripts – Completed by May 1   + Elaine will ask Jenna Hoffman to send out spreadsheet the first week of each month * Strategic Planning – Submitted 1/28/2020 * Faculty Evaluations   + Adjunct (Fall) – January 10   + Full-Time – March 6 (No Pad)   + Agile Training (Faculty/Supervisor)     - Faculty Recommendation Form is not in Agile – Elaine will ask Tina to add it * Student Success Academy   + Angie will talk with Connie Wagner tomorrow about info-graphics   + Team has another meeting Friday and the will meet every couple weeks   + March 30-31 is the academy, then they will work on the initiatives inventory * Ally Pilot (ADA Project)   + Todd and Claudia each put a couple classes in and are waiting on Ally to schedule training * Center for Innovation & Excellence   + Elaine will put some communications out on Curtis Rose taking the eSports role   + Feb/Mar 2021 they will decide if the eSports coach will go to full-time then Elaine/Claudia will request a full-time replacement   + Faculty fundings email – several people are excited about it and will apply for it * Instructional Reviews   + Follow-up Reports   + Revised Template * Academic Calendars (2021-2022/2022-2023)/Day Schedule   + 2021-22 is posted on the web   + Sarah is working on 2022-23 now   + Elaine, Brian and Kathy will meet on the day schedule   + Elaine will reach out to Scheduling Committee to see about merging the Academic Calendar Committee * 2021 BOL Scheduling – went through PTP * OER – Message (Fall 2021 – Textbook or Certified)   + Elaine will send messaging out to all faculty | | | | | | | | | |  |
| **New Discussion Topics:**   * NISOD Conference   + Registration is open   + Do we want to send two faculty in 2020? Yes   + Peter Solie submitted to be a presenter at NISOD * BOL Division Meetings   + Late Spring/Summer – Fall (late July/early August)   + Concourse – Targeted Topic * Faculty Workload   + Dissolved committee   + Will now discuss this topic in this meeting * Student Problem Resolution Procedure   + <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf>   + Review procedure and let Elaine know by next meeting any suggestions for changes   + Consider aligning the number of days with the Code of Conduct,   + Look at the Problem Statement form as well, should the form be in Maxient   + Consider creating an FAQ of problems * Maximum Student Enrollment – need to work on this again * Noel Levitz Implementation   + 2018-19 we did PACE in fall and Student Services Survey in spring   + 2019-20 we did Student Services Survey in fall   + 2020-21 do Student Services (fall), PACE (fall) and Noel Levitz (spring) * Online Student Clubs/Associations – Online Student Forums   + Try an online student forum, maybe use the format we use for BOL instructors   + Who are the target students (would it be just online students?), start with all students and over time we could separate them   + Goal is to have one of these before May, run by Barton administration * Student Communications Systems   + Main conversation was about how to notify students when school starts and ends and finals dates   + Conversation went a lot broader than that, maybe have students rely on the portal for communications   + Add someone from the Center to the group * Instructional Council – Monday – guest speaker is Lee Miller to talk about Open Pedagogy | | | | | | | | | |  |
| **Projects**   * New Programming   + Industrial Hemp   + Cybersecurity   + ~~Crane Operations~~   + CDL Certification/Online   + CJ – Online   + Graphic Design   + Media Production   + Welding   + eSports Programming * OER – Project 5! Plus Three Year Plan * Military Articulation Enhancements/Expansions * Student Interaction * Student Evaluations * Concourse Implementation * 2+2 Agreements – Management, Promotion & Usage/New General Education Program * Faculty Position Descriptions * Policy/Procedure Developments/Reviews   + Finals   + Maximum Student Enrollment – need to address (Myrna)   + Student Problem Resolution   + 1105/2100 Inclement Weather   + 1500/2500 Academic Assessment & Placement   + 1150/2140 Camps/Leagues   + 1476/2466 Adjunct Faculty Compensation   + 1503/2503 Academic Clemency   + 1520/2520 Academic Freedom   + 1501/2501/2502 Academic Integrity   + 1516 Alternative Delivery Methods   + 1515/2515 Arranged and Late Starting Classes   + 1535/2535 Children in the Classroom   + 1504/2525 College to University Articulation Agreements   + 1530/2530 Course Attendance   + 1504/2525 Course/Program Development & Management   + 1502/2540 Credit Hour Allocation   + 1505/2506 Degree Revocation   + 1517/2517 Directed Independent Study Enrollees   + 1510/2510 Examinations   + 1451/2465 Faculty Employment Qualifications   + 1465/2481 Faculty Evaluation Process   + 1511/2511 Grade & Attendance Reporting   + 1505/2505/2506 Grade and Degree Revocation   + 1506/2507 Honorary Degree   + 1502/2540 Instructional Program   + 1463/2470 Intellectual Property   + 1510/2510 Proctored Examinations   + 1410/2426 Sabbatical Leave   + 1420/2435 Barton Distinguished Instructor Awards   + 1517/2517 Directed Independent Study   **Ideas to Maintain**   * Course Orientation (Todd’s Idea) * Canvas Usage (Todd)   **Upcoming Events**   * 2020-2021 Instructional Reviews Commence – January 2 * FY 21 Program Budget Requests – February 2020 (requested by VP Dean) * 50th Anniversary Partnership Event - March 10 * 2019-2020 Instructional Review Reviews Due – April 1, 2020 * Great Bend Graduation – May 8 * Fort Riley PTK Ceremony – May 19 * Fort Riley Graduation – May 20 * Fort Leavenworth – June 10 | | | | | | | | | |  |
| Action Items | | | | | | | | | |  |

**Next Meeting:**

**February 25**