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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 XAbsent 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
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| **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
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| **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
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| Action Items |  |

**Next Meeting:**

**February 25**