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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, February 25, 2020 |
| Time | 1:30-3:00p.m. |
| Location | S-139/Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes | Reporter |
| **Procedure #2540 – Credit Hour Allocation Discussion with Myrna**<https://docs.bartonccc.edu/procedures/2540-credithourallocation.pdf>* Myrna said that student outcomes need to be the same no matter what the format of the class is
* HLC standards are that a class will meet at least once a week
* Elaine will type a draft edition of our policy 2540 adding language from part E. of Myrna’s email research

**Follow-up Discussions*** Ellucian Cloud Project
	+ Ongoing Student Communication
	+ Ongoing Faculty/Staff Communication
	+ New Log-In System
* Finals Procedure – 2nd Reading (March)
* Academic Integrity Procedure – 2nd Reading (March)
* Inclement Weather Procedure – Approved
* LICC Report (Howe)
	+ General Education
		- Advisor Training
		- All Templates Turned into Denise/Sarah
	+ Concourse
		- Pilot going on now
		- Draft Process for Using the System with LICC
		- Training Plan
		- Soft & Final Launch Discussion
		- Elaine would like a single message to go out about the changes so everyone gets the communication at the same time
* Faculty Credential Form & Transcripts – Completed by May 1
* Elaine will ask Jenna Hoffman if new hires are being added to the credential report
* Strategic Planning – Submitted 1/28/2020
* No update
* Faculty Evaluations
	+ Full-Time – March 6 (No Pad)
	+ Adjunct (Spring) – May 21
* Student Success Academy
* Ally Pilot (ADA Project)
	+ Todd and Claudia Pilot Update
	+ Moving Forward
* Center for Innovation & Excellence
* 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
	+ New Academic Calendar & Scheduling Committee
* OER – Message (Fall 2021 – Textbook or Certified)
	+ Elaine will send messaging out to all faculty
* Faculty Workload
* Maximum Student Enrollment Procedure
	+ Requested Re-Run of Report from IE; Caicey indicated backlog of requests
* Noel Levitz Implementation
	+ 2018-19 PACE (fall)/Student Services Survey & CSSEE (spring)
	+ 2019-20 Student Services Survey (fall)
	+ 2020-21 Student Services & PACE (fall)/Noel Levitz (spring)
* Student Communications – More Discussions/Center Representative
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| **New Discussion Topics:*** NISOD Conference
	+ Peter, Claudia & Todd (Academics/Center)
	+ One-Two Additional Faculty (Center)
	+ Elaine will send an email to find out interest
* Substantive Interaction Process
* How shall we continue to monitor Substantive Interaction?
* Random selection of faculty?
* Check faculty every year, every other year, every two years?
* Check a certain percentage every month?
* Elaine wants to be sure that face to face classes are checked also
* BOL Division Meetings
	+ Late Spring/Summer – Fall (late July/early August)
	+ Concourse – Targeted Topic
* Student Problem Resolution Procedure
	+ <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf>
	+ Problem Resolution Form
	+ Consider aligning the number of days with the Code of Conduct
	+ Consider creating an FAQ of problems
	+ Discussion for next meeting
* Student Online Forums
* Discussion for next meeting
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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*** FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
* 50th Anniversary Partnership Event - March 10
* FY 21 Budget Due – April 1
* 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:**

**March 16**