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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, April 28, 2020 |
| Time | 1:00-2:30p.m. |
| Location | 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 |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **COVID-19 Follow-up Discussions*** Academics
* Workforce Training & Community Education
* There will be some carry over from Spring to Summer, some will show incomplete and some will finish
* Fort Riley/Fort Leavenworth/GVP/Military School
* Fort Riley graduation is scheduled for August 27, Fort Leavenworth still looking at options
* Center for Academic Innovation & Excellence
* BOL
* Student Services

**Follow-up (Pre/Professional Programs) Angie/Brian*** Language on the web has been changed, it will go to PTP and will be a med-emphasis

**VP Top of Mind Topics*** Summer Programming
* Hand sanitizers can be ordered, there may be a delay in shipping and a cap on how much can be ordered
* Kathy will look at the COVID 19 reference signs that have been put out and see if there needs to be updates
* Fall Programming
* Best scenerio, all classes in person, housing full and athletics operational.
* Budget
* Recruitment – Academics/Workforce Training
* Barton Cares
* Faculty Survey
* LICC – New/Modified Course Worksheets/Faculty Credentials for New Courses
* Credentials will be attached to each course
* High School Students – Summer Sale (State)/Out-of-State Promotions
* DOJ Grant
* Perkins Grant
* MBDA Entrepreneurship Grant
* Student Evaluations – New Questions
* Concourse Training/Implementation
* OER
* Substantive Interaction Reviews
* Placement
* Electronic Bulletin
* Procedures – Credit Hour Allocation, Student Problem Resolution and Maximum Credit Hours
* Evaluations/Appraisals
* Full time faculty is complete
* Staff has been slowed because of COVID
* For staff evaluations, when evaluation are completed and the staff member has been employed for more than four years, the supervisor has a choice to review staff every three years or if there are concerns review them every year, it is a manual system to put the next review year in the system
* The system does allow for goals every year
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| **Projects*** New Programming
	+ Pre-Health
	+ 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*** 2019-2020 Instructional Review Reviews Due – April 15, 2020
* ~~Great Bend Graduation – May 8~~
* Fort Leavenworth – June 10 Virtual?
* Fort Riley PTK Ceremony – August
* Fort Riley Graduation – August
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| **Action Items*** Kurt ask if he AAS curriculum guide could be changed to say "a minimum of 15 credit hours" instead of "a total of 15 credit hours". This will be looked at when curriculum guides are updated in the Fall
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**Next Meeting: May 19**