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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, October 28 |
| 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 |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Discussions*** Ellucian Cloud – Banner will be down from Wednesday, March 18th at 5:00p.m. through Saturday, March 21st. Plans are to return to full functioning operations on Sunday, March 22nd.
	+ Student Notification Timeframe
		- Do we have anything out there for students?
			* Notification – start of spring semester
			* Reminder – two weeks before system goes down
			* Student Services will email enrolled students (all)
			* Faculty – notify students in their classes
			* Social media/website (slider)/Portal/Canvas
			* Notice of non-enrollment during down time (enrollment page)
		- Notify faculty, if not already done so, the week of November 18th
		- Faculty should prepare for four days of down time
		- Impact all classes
		- Drop date during March (BOL)
		- Claudia is checking with Mark Dean on the drop date
* Finals Procedure - Feedback
* LICC Report (Howe)
	+ General Education
		- 2+2 Updates
	+ Concourse
* Faculty Credential Form & Transcripts
	+ HR Faculty Credential Spreadsheet
		- X=missing information, blank=faculty OK
		- Transcripts
	+ Credential Form – Sign Prior to Interview
	+ Don’t Fill in Exception Section Unless You Need an Exception
* Strategic Planning
* Updates by November 29, 2019
	+ Claudia, Kurt, Brian, Kathy, Stephanie, Jenna, Regina
	+ Elaine – Leadership Institute (Additional Funding); Additional?
* Faculty Evaluations
	+ Full-Time – November 8
	+ Adjunct (Fall) – January 10
	+ Agile Pilot Update
* Instructional Council – First Meeting November 12th
* March Partnership Event – Partners for Board Meeting
* Think about a list of partners that should be invited to a board meeting (long time partners, donors, guides on programming, make sure they are people that you know).
* Send to Elaine by November 15th
* The president wants the Army involved
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| **Projects*** Bartonline Scheduling – Addition of Session (Summer 2020)
* Faculty Work Load
* Faculty Evaluation/Staff Appraisal – Online
* New Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online
	+ CJ – Online
	+ Graphic Design
* Instructional Review
* OER – Project 5! Plus Three Year Plan
* Center for Academic Innovation & Excellence
* Military Articulation Enhancements/Expansions
* ADA Compliance
* Student Interaction
* General Education Implementation
* eSports
* Student Evaluations
* Noel Levitz Implementation
* Concourse Implementation
* Statewide Articulations
* 2+2 Agreements – Management, Promotion & Usage
* HLC Student Success Academy
* Send by November 13th a list of faculty that could be involved in the Student Success Academy.
* Faculty for the team should be long term, be engaged, bring a positive attitude
* Title III – if approved
* Faculty Position Descriptions
* Policy/Procedure Developments/Reviews
	+ Finals – October 28th meeting
	+ Maximum Student Enrollment
	+ 1105/2100 Inclement Weather
	+ 1500/2500 Academic Assessment & Placement – November 13th meeting
	+ 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*** Program Review 2017-2018 Follow-up Report Due – November 15
* ECF Learning Celebration – November 21
* Strategic Financial Plans Submitted – November 29, 2019
* 2019-2020 Program Reviews Commence – December 1, 2019
* VP Christmas Party – December 4
* Class of 1971 Reception – December 6
* FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
* 50th Anniversary Partnership Event (March)
* 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*** Come prepared to discuss policy 2500
* Ally Pilot
* The Center’s Faculty funding proposal
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| **Strategic Goals**Drive Student Success1. Advance student entry, reentry, retention and completion strategies.2. Commit to excellence in teaching and learning.Cultivate Community Engagement3. Expand partnerships across the institution.4. Reinforce public recognition of Barton Community College.5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.Emphasize Institutional Effectiveness6. Develop, enhance, and align business processes.7. Manifest an environment that supports the mission of the college. Optimize Employee Experience8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.9. Develop, enhance, and align business human resource processes. |  |

**Next Meeting:**

**November 13**