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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Wednesday, October 28 |
| 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 |  |
| **Follow-up Topics*** Spring Semester
	+ Large Group Events (Career Fair, NACE, Other)
		- Jack Kilby Day – cancelled
		- Job Fest – cancelled
		- Career Fair – virtual
		- Senior Days – “Fun Size”
		- NACE – group will meet in November to decide
		- HS Student Music Festival – undecided, Barton is the host
		- JAG Conference – Angie will check on
		- Graduation
	+ Evaluate zoom lab usage
	+ Both zoom labs will remain open through January
* Substantive Interaction Update
* ADA Ally Update
	+ Claudia will put together the number of classes ADA complaint at the end of the fall semester
* Assessment Institute – talked to Jo about long-term faculty; Dean has the ability to block faculty member’s participation on a committee (Andrea Jenkins, Luis Palacios, Philip Jacobson, James Miller, Melissa Hardwick, John (Ethan) Mears, Eric Bundy, Emily Cowles and Roni Wertz)
* ~~12:15pm September 18~~
* ~~12:15pm September 25~~
* ~~12:15pm October 16 – cancelled due to KCOG conference~~
* ~~12:15pm October 23~~
* 12:15pm November 6
* 12:15pm November 13
* Leadership Institute – Instructional Representatives: Chris Baker, Megan Chambers, Andrea Thompson and Chris Vanderlinde
* New Faculty Orientation Monthly Sessions (Shawgi Ahmed, Yuchen Boswell, Andrea Jenkins, Diane McReynolds, Malia Sullivan and Andrea Thompson; Kurt’s Faculty (2)
* ~~7:30am - September 14~~~~th~~ ~~– 2019-2020 and 2020-2021 Classes meet with VP Simmons~~
* ~~3:00pm - October 22~~~~nd~~ ~~– Assessment with Matt Connell~~
* 3:00pm - November 12th – Grade Documentation with Lori Crowther
* December 1st-4th  – Cougar TALEs
* January – No formal sessions, just regular PD open to all
* February - Undecided
* 3:00pm - March 29th  – Graduation Information with Lori Crowther
* TBD - April – End of year celebration / check in
* Student Evaluations – New Questions (Fall)
* Evaluations/Appraisals
	+ Staff – Anniversary Month
		- Four+ years of service may be moved to an every three year review
	+ Full-Time Faculty (Ineligible Year, 1st & 2nd and Rotation) – November 6
	+ Adjunct (fall) due January 10
	+ Check with Tina on coaching notes location
	+ Review – FT Agile (Usage)/Adjunct Agile (Usage)
* Instructional Reviews
	+ 20-22 Programs (Removed FR/FL)
	+ Reviews Begin January 11, 2021
	+ Template Feedback &Updates (Perkins, Thode & Harrington)
* Strategic Planning
	+ Due – November 13th
	+ Caution – if item is under $1,000 – do not include on the strategic spreadsheet – use your program budget
* Strategic Goals Review – Board Reporting
* Integrity campaign aligns with bullet #3
* The Center does professional growth talks with faculty council
* November 9-13 is National Distance Learning week, The Center will do promotions
* Student survey
* Admit Hub
* COVID Funds – spreadsheet
* Brian will locate four more classrooms for TV’s (for a total of six TV’s)
* Kurt’s team received a second Lady Bug
* Chemistry will come off the list
* In-Person Course Rubric Process (Mather/Simmons)
	+ Faculty workgroup for discussion, planning and development of a pilot; members
	+ Planned announcement
	+ Spring start
	+ Target full implementation – Fall 2021
* BOL Instructor Updated Addendum of Expectations – Claudia
* Readability – Web Editors Session
* BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020
* Claudia will send the questions they worked on

**New Topics*** + Online Payment/Agreement
	+ Could there be very specific requirements for course development?
	+ Could more than 50% be documented?
	+ Claudia will draft a document and come back to the team with changes?
	+ Intellectual Property – Procedure #2470 Intellectual Property
	+ Claudia will check other colleges to see if they use a similar procedure
	+ Procedure #2525 – College to University Articulation Agreements
	+ BOL Teaching Opportunities – should we do anything different with promoting teaching opportunities to current faculty?
	+ Instructional Technology Fair
	+ Faculty Credential Form
		- Revised form approved by HR
		- Outstanding Credential Forms & Transcripts
		- Process
		- The Dean’s would like to see the form before it goes to the VP
	+ Economic Development Workgroup
	+ ENDS Report – Barton Experience

Graduation SurveyStudent Services SurveyFaculty are available when I need help – 75% responded “strongly agree” or “agree.” • Frequency of student/instructor interactions is adequate – 78% responded “strongly agree” or “agree.” |  |
| **Projects*** Noel Levitz Implementation
	+ Plan Submitted 10/6/20; Center Leadership
* Statewide Articulations
	+ Sterling College – Update
		- Participation
		- Dual Advising
		- Web Site Verbiage
	+ Arizona State University
* 2+2 Agreements – Management, Promotion & Usage
* Faculty Position Descriptions
* Faculty Workload
	+ Feedback from Myrna
* Great Bend/Fort Riley LSEC Partnership
* Direct Assessment – a shift from Open Entry/Open Exit programming
* Full degree with all OER certified courses
* New/Updated Programming – Discuss on Behalf of Community Partnering
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online (SAPP)
	+ CJ – Online
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth
	+ HZMT and EMHS – Certificate – In Process
* OER – Project 5! Plus Three Year Plan
* Military Articulation Enhancements/Expansions
* Concourse Final Implementation
* 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
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| **Action Items** |  |

**Next Meeting: November 19**