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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, May 19, 2020 |
| Time | 3:00-4:30p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
|  | Brian Howe |  | Kathy Kottas |  | Claudia Mather |  | Kurt Teal |
|  | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **VP Top of Mind Topics*** Summer Programming
	+ FR/FL
	+ All classes are liveonline
	+ BOL
	+ Session 2 is currently behind last year’s enrollment, session is still open for enrollment
	+ GB
		- Prepping Classrooms (Social Distancing)
		- Masks
		- Hand Sanitizer
		- Faculty Classroom Management
* Fall Programming
* Budget
* Recruitment – Academics/Workforce Training
* Barton Cares (Students & Faculty)
* LICC – New/Modified Course Worksheets/Faculty Credentials for New Courses
* High School Students – Summer Sale (State)/Out-of-State Promotions
* Student Evaluations – New Questions (Fall)
* Talk to Jeff, when do faculty and Dean’s see student evaluation results?
* Student Evaluations – Focus on Spring Results
* Concourse Training/Implementation
* OER
* Project 5 is complete
* Lee has submitted a Pear Review draft
* Working on a grant with Johnson County
* Substantive Interaction Reviews – Handout from Claudia
* The Center will run a report once a semester and upon request from the faculty or the supervisor
* For Substantive Interaction/Student Success, could The Center receive the answers to questions 4 & 5 on the student evaluation?
* The substantive interaction review is for online, Claudia will work on a proposal for face-to-face
* Electronic Bulletin – Kicked off with Summer
* Procedures – Credit Hour Allocation, Student Problem Resolution and Maximum Credit Hours
* Evaluations/Appraisals
	+ Adjunct Due May 21
	+ Adjunct (Summer) due August 28
	+ Staff
		- Four+ years of service may be moved to an every three year review
		- Annual goals will be prompted by the system
		- Late appraisals
		- Monthly Releases
	+ Supervisory Suggestions: Over Praise/Under Documentation
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| **Accreditation****Criterion #3 – Last Week’s Webinar*** HLC is indicating there will be emphasis on student learning outcomes. We will want our response to be clear and tight…we also want to be sure that faculty and staff can speak to/about SLOs and the relationship between the SLO and the specific program, course, curriculum…

**Projects*** New Programming
	+ Pre-Health
	+ Industrial Hemp
	+ Cybersecurity – talk to Jane
	+ Crane Operations – partnership hit roadblocks
	+ CDL Certification/Online – SAPP
	+ CJ – Online
	+ Graphic Design – Digital Design
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming – with PR
	+ CJ – Fort Leavenworth
	+ HZMT and EMHS - Certificate
* OER – Project 5! Plus Three Year Plan
* Military Articulation Enhancements/Expansions
* 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** |  |

**Next Meeting: May 19**