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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Monday, April 19, 2021 |
| Time | 2:30-3:45p.m. (Dean’s Council)/3:45-4:30p.m. Faculty Description Review |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent 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**   * Cyber Security Training * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (spring 2021) – May 20 * Instructional Reviews   + 2019-2021 Goal Reviews     - ~~February 1, 2021~~     - May 1, 2021     - September 1, 2021     - December 1, 2021   + 2020-2022 Reviews     - 21 Received; Three Reviewed   + 2021-2023 Reviews     - Instructional Review vs. Program Review (HLC & Program Assessment)     - Instructional Program Review for a title?     - New Instructional Review Committee     - Template Update     - Shift Financial Strategic Planning to One Year Instead of Three     - Shift Financial Strategic Planning to Programs Going Through Review     - Strategic Planning Schedule       * Summer Retreat with Instructional Council       * Wrap-Up/Strategic Decisions – Dean’s Council       * Instructional Reviews/Financial Requests         + Timeline (Reports Ready by October 1)         + Finalize before Christmas break         + Goals * Strategic Plan Submitted – Mark Starting to Review * In-Person Course Rubric Process (Mather) - Update   + Spring 2020 Start; Target implementation – Fall 2021 * Procedure #2470 Intellectual Property (Mather) * Instructional Technology Fair Update * Launch June 7, 2021 and leave open for the summer * Procedure #2525 – College to University Articulation Agreements   + Policy 1504 – Course/Program Development and Management     - Submitted to HR; College-Wide Review Notice; April President’s Staff (First Reading) * Faculty Position Descriptions   + FT/PT – Faculty Council Response   + Adjunct * Faculty Workload * HLC Site Visit – October 24-25, 2022 * FR/GVP Site Location Visit – June 24 * COVID Funds – New Disbursement * Graduation Activities   + Fort Riley Honors Ceremony – April 21st   + Fort Riley (May 27) – Delivery Unknown   + Nursing Pinning, EMS Cording & GB Commencement – May 14   + Fort Leavenworth (June 16) – Virtual   + Distinguished Instructor * Edukan – Course Preparation Plan * General Education (KBOR) * Online Proctoring Contracts * BOL Orientation (Mather) * Noel Levitz Update (Mather) * Extend one more week, we at 14% for F2F and 15% for online * OER Plan (2022-2024) – Email from Lee Miller * Need more updates on status of OER courses * Faculty Handbook * Employee Onboarding   **New Topics**   * Student Problem Resolution - <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf> * Would like to move to five college business days instead of seven days | | | | | | | | | |  |
| **Projects**   * Direct Assessment – a shift from Open Entry/Open Exit programming * Full degree with all OER certified courses * New/Updated Programming   + Industrial Hemp   + Cybersecurity   + Crane Operations   + CJ – Online   + Media Production   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavernworth * Military Articulation Enhancements/Expansions – General Education * 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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: April 19**