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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Thursday, October 27 |
| Time | 1:30-3:00p.m. |
| 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 | | | | | | | | | | |
| x | Lori Crowther | | x | Shanda Mull |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| Guests: Lori Crowther/Shanda Mull  Topic: Student Maximum Course Enrollment Guidelines  Action: Creating Awareness for Students, Faculty & Advisors   * Website (Academic Advising, Registration), Student Handbook, Catalog, Messaging, Other * The document is an internal Enrollment Services document * Put a link to Student Appeals electronic form in the forms center, How to Enroll web page, on the Registration card in the portal * Talk about these guidelines at November PTP * Elaine will send instructions to faculty   Follow-up Topics   * HLC Accreditation Visit (October 24-25) – Debriefing Comments * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + November 4 – Full-Time Faculty – 1st & 2nd year (classroom visit)     - Make Sure and Notify Sarah and I when complete since it is not yet a complete Agile Evaluation   + November 4 – Full-Time Faculty – 5th year+ (classroom visit & evaluation)   + January 6 – Adjunct (fall 2022) – January 6 * Instructional Reviews   + 2021-2023 Goal Report Deadline – December 1   + 2022-2024 Instructional Reviews     - Areas: Agriculture, Adult Education, Adult Healthcare, BASICS, Business, College Advantage, Dietary Manager, Emergency Medical Services, English, ESOL, Hazardous Materials, Physical Education & Recreation (HPER), Humanities, Mathematics, Music, Natural Gas, Nursing, Pharmacy Technician, Physical Sciences, Plumbing, Theatre and Welding     - Launch October 3rd     - Due to Elaine December 1st     - Updates Thus Far….     - Have a meeting to debrief processes and keep prepared for next year (include Angie) * Strategic Plan   + FY23 Strategic Award – 1st Installment Approved 9-10/22   + Additional Spending Forthcoming to Utilize Full FY 23 Award   + FY 24 Strategic Planning – Commence November 1; Due to Elaine January 13, 2023 * VidGrid Update (Mather)   + Go live with both systems January 1, 2023 with training during the Spring 2023 semester and around May 20, 2023 cut VidGrid off and it will expire July 1, 2023   + Faculty Notification   + The Center sent an email to the high VidGrid users, once training begins there will be more notifications to all faculty * Systemwide General Education Program   + KBOR email   + VP Archer’s response * Syllabus Update   + Cougar TALEs Session   + Spring 2023 Syllabus Check   + Resources: Videos, Faculty Handbook, Course Rubric, Faculty Bootcamp & Instructional Academy * Rubric Project Update (Mather) * Pilot almost complete * Matt will send an update with recommendations * Faculty Handbook   + Additional information about syllabus development and the Concourse system   + Additional information about assessment – the layers and expectations   + Discussion about office hours – is this something we wanted added to the handbook and to the current position descriptions?   + Availability of faculty is ask in the student survey, responses are positive   + Potential for a checklist of faculty to-do’s * Strategic Themes & Goals   + Responses (Kurt & Claudia)   + Review & Discussion * Policies & Procedures   + Procedure #2470 – Intellectual Property – sent for college feedback   + Policy #1517 and Procedure #2517 – Discontinued   + Procedure #2511 – Grade and Attendance – Sent to HR with edits   + Procedure #2505 Grade and Degree Revocation – Second Reading at President’s Staff (November)   + Procedure #2503 – Academic Clemency – Second Reading at President’s Staff (November)   + Policy #1501 and Procedures #2501 and #2502 Going to AI Council Monday, October 31   + Policy #1502 Instructional Program and Procedure #2540 Credit Hour Allocation   + Policy #1504 Course/Program Development & Management and Procedure #2525 College to University Articulation Agreements   + Combine #1502 and #1504 and link to #2540 and #2525   **New Topics**   * Competency-Based Learning (Mather) * In 3-5 years colleges that don’t go to CBE will likely be closed * 600 institutions are already doing CBE * CBE shift focus from teacher lead to student centered * Collaboration across the institution is essential * Competency Based Education is not just for Workforce, it is also for General Education * Distinguished Instructor Stoles or Cords * New Full-Time Faculty Contracts * Can new faculty start the Monday after July 4th? * Academic Integrity Faculty Reactions * Alternate Finals Discussion – Faculty Actions When Denied | | | | | | | | | |  |
| **Projects**   * Programming   + Dance Education   + Welding Expansion   + Nursing (PN) @ Pratt Community College   + CNH Top Technician Training   **Procedures**   * + ~~2468 Faculty Employment (New)~~   + ~~2512 Finals (New)~~   + ~~2615 Student Problem Resolutio~~n   + ~~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 – Academic Integrity, Quality, and Rigor   + 2501 – Academic Integrity, Quality, and Rigor   + 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 Discontinued 7/26/22 - Discontinued~~   + 1517/2517 Directed Independent Study Enrollees Discontinued   + 1510/2510 Examinations   + ~~1451/2465 Faculty Employment Qualifications~~   + ~~1465/2481 Faculty Evaluation Process~~   + 1511/2511 Grade & Attendance Reporting   + 1505/2505 Grade Revocation   + ~~1505/2506 Degree Revocation - Discontinued~~   + 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~~   + ~~Procedure #2615 Student Problem Resolution~~ | | | | | | | | | |  |
| **FY 23/Academic Year 2022-2023 Instructional Themes & Goals**  **Theme #1**  **Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)**   * Refine onboarding, orientation and professional development activities to promote employee development and retention * Identify and prepare to pilot an instructional employee mentoring program * Research and implement the College-wide Innovation Project   **Theme #2**  **Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)**   * Provide faculty training on teaching and learning strategies, including but not limited to: Diversity, Equity and Inclusion, course design/quality course rubric and course binder project * Provide resources and encourage opportunities for faculty collaboration   **Theme #3**  **Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C; Barton Core Priority Emphasize Institutional Effectiveness)**   * Collaborate with Institutional Research to improve the process of requesting and receiving data * Incorporate data research and information into innovation programs and services   **Theme #4**  **Prioritize student success strategies (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)**   * Support Student Success Alliance * Research and develop apprenticeship programs to support local employers   **Theme #5**  **Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)**   * Align Barton’s General Education Program with KBOR’s General Education initiative * Research, develop and implement programming, including but not limited to: non-credit, credential trades, customized training and alternate program locations * Prioritize community, business and industry partnerships | | | | | | | | | |  |
| **Action Items:**   * Theme #2, bullet #2 – Claudia and The Center will put a calendar together for 2023 of meetings for faculty of like groups. And reach out to the Dean’s for topics the faculty should talk about | | | | | | | | | |  |

**Next Meeting**

**November 10 - Dean’s Council**