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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Wednesday, December 7, 2022 |
| Time | 10:45a.m.-12:00p.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* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ January 6 – Adjunct (fall 2022)
	+ I’m on hold with evaluations due to Agile challenges.
* 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
* 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/YuJa Update (Mather)
	+ Both platforms will remain operational in the Spring 2023 term.
	+ Faculty will be unable to record/upload in VidGrid after January 1st, 2023.
	+ Migration of your data will be complete by early February.
	+ VidGrid will be shut down July 1st 2023.
	+ Training Schedule
	+ Training is with the vendor, Matt will take attendance
* Systemwide General Education Program
	+ Upcoming Webinars (November 21/December 16)
		- PP/FAQ Forwarded from November Webinar
	+ Awaiting KBOR Timeline
	+ Updated KBOR Website
	+ Board Presentation – December 13
	+ PTP – Check-List/Timeline
* Syllabus Update
	+ Message with Updated Template Sent 11/11
	+ Message Sent to Ronnie – 12-6/22 – Syllabus Accessibility & Prompting
	+ Spring 2023 Syllabi Audit – March 1
		- Auditor(s)/Process
			* Ange is on board to assist with the random sample.
			* She would like to know “With a date of March 1st, would it be any class that started before that time or all spring classes including those that start after that date?
			* It will be classes that start before March 1st
			* Is there a way that courses would not show in Concourse if they are no longer active?
			* There is no notification as to when syllabus are available for updates
	+ Cougar TALEs Session
	+ Video Resources – Update?
		- https://internal.bartonccc.edu/faculty/licc
* Rubric Project Update (Mather)
	+ Findings & Recommendation Report
* Faculty Handbook
	+ Upcoming Meeting – January 26
	+ 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?
	+ Potential for a checklist of faculty to-do’s
	+ Faculty Councils desire for clarity of purpose and more active utilization.
* Faculty Council Feedback
	+ Faculty Handbook – email sent 11/9 (late PM)
	+ Question about procedure #2511 language
		- Myrna’s Response, Claudia’s Response & Amanda’s Response
	+ Question – will (or does) the course rubric have the activity requirement from procedure #2511? – Sent email to Matt & Claudia (12-6-22)
	+ Prompt/Notification when course is published and it’s time to complete course syllabus – Email discussion with Ronnie, Ange & Sarah (12-6-22)
	+ Activity to support networking/relaxation
	+ Project – an opportunity to talk, to innovate and to collaborate
		- Asked Faculty Council in VP December report for feedback on Claudia’s message for discipline specific gatherings
		- Other Ideas?
* Strategic Themes & Goals
	+ Responses (Kurt & Claudia)
	+ Other Updates
* Competency-Based Learning – Upcoming Meeting January 25th
* Faculty To-Do Checklist – Upcoming Meeting January 31st
* Policies & Procedures
	+ Procedure #2470 – Intellectual Property – revision modified; response to faculty member Marshall (no response) and forwarded for January President’s Staff
	+ Policy #1502 Instructional Program – Sent to Faculty Council
	+ Procedure #2540 Credit Hour Allocation – Sent to Faculty Council
	+ Policy #1504 Course/Program Development & Management – Request for Discontinuation Forwarded to HR 12/6/22
	+ Request for Procedure #2540 Credit Hour Allocation and Procedure #2525 College to University Articulation Agreements Linked to #1502 – Sent to HR 12/6/22
	+ Policy #1510 and Procedure #2510 – Sent to Student Services

**New Topics*** Barton Online Meetings – Resume?
* Keep an eye on topics for discussion and schedule meetings as needed
* Barton Online Scheduling – Claudia
* Elaine would like to see more opportunities for Barton Online (credit, non-credit, credentials)
* Look at the 6 week sessions schedule data
* What percentage of students are taking back to back English Comp I and then English Comp II
* Adjunct Faculty Exit Interviews – Questions
* Updates: Chatbox (Mainstay), Texting (Constant Contact), Live Chat (Zendesk) & Communication Committee – Claudia
* Grammarly (80 Users)
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| **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 Discontinued 11/7~~
	+ ~~2502 Academic Integrity~~
	+ ~~1516 Alternative Delivery Methods – Discontinued 9/9/22~~
	+ ~~1515/2515 Arranged and Late Starting Classes – Discontinued 9/9/22~~
	+ ~~1535/2535 Children in the Classroom~~
	+ ~~1504/2525 College to University Articulation Agreements~~
	+ ~~1530/2530 Course Attendance~~
	+ 1504/2525 Course/Program Development & Management – Recommended Discontinuation to HR
	+ 1502/2540 Credit Hour Allocation
	+ ~~1517/2517 Directed Independent Study Enrollees Discontinued 10/26/22~~
	+ 1510/2510 Examinations – sent to student services
	+ ~~1451/2465 Faculty Employment Qualifications~~
	+ ~~1465/2481 Faculty Evaluation Process~~
	+ ~~1511/2511 Grade & Attendance Reporting~~
	+ ~~1505/2506 Degree Revocation Discontinued 7/26/22~~
	+ ~~1505/2505 Grade & Degree Revocation~~
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ 1463/2470 Intellectual Property
	+ 1410/2426 Sabbatical Leave
	+ ~~1420/2435 Barton Distinguished Instructor Awards~~
	+ ~~Procedure #2615 Student Problem Resolution~~
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| **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
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| **Action Items:** |  |

**Next Meeting**

**January 9 - Dean’s Council**