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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 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   * 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) | | | | | | | | | |  |
| **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~~ | | | | | | | | | |  |
| **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:** | | | | | | | | | |  |

**Next Meeting**

**January 9 - Dean’s Council**