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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Tuesday, February 15, 2022 |
| Time | 2:30-4:30p.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**   * Physical Contact Statement   + Target Implementation – Summer 2022   + Sarah’s Report     - She has lists from Brian and Kurt.     - Kurt’s are done.     - She is halfway through Brian’s     - In order to meet the summer 2022 implementation for syllabi, she needs to have all of them done before March 1st.   + Program Handbooks (Kurt & Kathy)   + Faculty Notification (Dean’s) * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall 2021) – January 7; Adjunct (spring 2022) – May 19   + FT Faculty in the tenure track or tenured rotation to Elaine – **March 4 (No Extensions)** * Instructional Reviews   + Instructional Goal Reports (2020-2022 and 2021-2023) Due May 1 * Strategic Plan   + FY 23 Plan Submitted to Dean/Kaiser (2-14-22)   + Tech Grant Subset List Submitted to Kaiser (2-10-22)   + Academic Reorganization Submitted to Heilman/Dean (2-14-22)   + FY 22 Strategic Awards   + Brian’s videographer money has been spent   + Brian would like to use the lightning funds in a different way   + Some lightning funds (four rooms) could be used by Fort Riley   + Erika is working with IT for the software that is needed for the screens (they found the screen)   + Looking for Welding and CDL faculty.   + EMS has not received their ten laptops * Faculty Workload – Meeting (2/24) with Heilman, Dean & Perkins * HLC Site Visit – October 24-25, 2022 * General Education (KBOR) * Anatomage Table – Online Version/Increased Usage * There is one account and one user name that can be shared with instructors (not students) * Brian will get back with Michelle for the password * Fiscal Year 22 Instructional Goals & Activities * Barton Online Workgroup Group (Amperage) * EAB * Audit will start the last week of February or the first week of March * Procedure #2470 Intellectual Property (Mather) * Update next Dean’s Council Meeting * Procedure #2535 Children in the Classroom – 2nd Reading (President’s Staff February 21st) * Procedure #2481 – Faculty Evaluation (Comment Period) * The issue is that the evaluation must be closed before the supervisor talks to the supervisor. Elaine will follow up with HR on this. * Student Maximum Credit Hour Procedure – March 1st Meeting with Lori Crowther   **New Topics**   * Diversity, Equity & Inclusion Activities/Professional Development * How are faculty addressing DEI topics in their classrooms (through curriculum, through topics, through discussions). * Brian has talked to Jo Harrington, assessing General Education the first one is to pull data is Global Issues and Diversity. * Procedure #2530 – Course Attendance (First Review) * Honors Celebration * Instructional Rubric * Add statement in First Steps section: the Instructional Designer will meet face to face with faculty members that do not have a shell and the faculty member will walk the Instructional Designer through how they set up their class how they navigate their class * Include Academic Integrity expectations statement in the rubric * If a faculty member starts teaching before the rubric is completed, the rubric process will be looked at later | | | | | | | | | |  |
| **Projects**   * Programming   + New for Fall 2022     - Digital Communications     - STEM/Stem Education     - Pre-Professional Healthcare     - Cybersecurity   + Closure     - Corrections Program Closure/Maintain Individual Courses for Transient Population/Connecticut Contact   + New Development     - Dance Education     - Welding Expansion     - Nursing (RN) @ Pratt Community College     - CNH Technician Training   **Procedures**   * + ~~Finals~~   + Maximum Student Enrollment   + ~~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   + ~~1501/2501/2502 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~~ | | | | | | | | | |  |
| **Action Items:**   * At 3pm May 26, 2022 Fort Leavenworth is planning an in person commencement ceremony. There will be a limited number of seats for Barton guests. | | | | | | | | | |  |

**Next Meetings**

**March 1 – Dean’s Council (Accreditation)**

**March 7 – Dean’s Council**