|  |  |
| --- | --- |
| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Monday, March 7, 2022 |
| Time | 1:30-3:00p.m. |
| Location | Zoom |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Erin Eggers | | x | Erika Jenkins-Moss |  |  | | |  |  |
| x | Emily Harper | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Guest Discussion - Online Faculty Meeting**   * Erin suggested Online Faculty meeting once a year, before the Fall semester or late Summer * Erin will send an email to online faculty asking for agenda items, questions and the need for a meeting   **Follow-up Topics**   * Physical Contact Statement   + Implementation – Summer 2022     - All Identified Courses Have Been Adjusted in Concourse     - Program Handbooks (Kurt & Kathy)     - VP Instructional Update (2-16-22)     - 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 – March 4 * Instructional Reviews   + Instructional Goal Reports (2020-2022 and 2021-2023) Due May 1 * Strategic Plan   + 1st Meeting with Dean/Kaiser (2-28-22)   + Tech Grant Items Selected   + Updated Plan Forwarded to Foundation & Grants’ Office   + Kurt will visit with Lindsay Bogner in the Grants’ Office to let her know that he has CTE programs   + FY 22 Strategic Awards * Faculty Workload – Meeting (2/24) with Heilman, Dean & Perkins * HLC Site Visit – October 24-25, 2022 * Diversity, Equity & Inclusion   + Global Issues & Diversity Competencies   + Sampling of Evidence * 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   + Instructors will need to talk to Renee Demel and she will share the password * Fiscal Year 22 Instructional Goals & Activities * Other Notable Items Section * Academic Development Center Open House-Move to “Prioritize student success strategies” * Academic Division Reorganization * Barton Online Webpage Redesign-Move to “Develop institutional communications plan” * University Reach Outs – Barton Online Partnership-Move to “Improve use of data to guide decision-making” * Innovation Project-   **Graduations**   * May 13 – Barton County Campus * May 25 – ECF * May 26 – Fort Leavenworth * May 19 – FR (limited seating)   **Procedure Work**   * Procedure #2530 – Course Attendance (2nd Review) * Training on LDA to occur * In Non-Activity paragraph change wording to Academic Related Activity * Procedure #2470 – Intellectual Property (1st Review) * Paragraph two, take out “supports an institution that”, take out the second sentence of this paragraph. * Mediated Courseware and Online Course Content – leave this paragraph * Claudia will look at the policy and make updates * Procedure #2481 – Faculty Evaluation;1st Reading @President’s Staff on March 21st * Student Maximum Course Enrollment Guidelines – 2nd Review and Discussion * In the exceptions paragraph-FR LSEC students can take more than nine credit hours. Change wording to three classes per cycle * Appeal Questions-bullet six, how many credits are you enrolled in during the current term * Appeal time frame-ten business days * Form goes to the Dean of the class they want to take   **New Topics**   * Freedom of Expression Statement – Sent to Faculty Council last month * Instructional Rubric   + Add statement in First Steps section: the Instructional Designer will meet face to face with faculty members who do not have a shell.   + 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:** | | | | | | | | | |  |

**Next Meetings**

**March 14 – Dean’s Council (Accreditation)**

**March 29 – Dean’s Council**