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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Tuesday, April 26 |
| Time | 1:30-2:30p.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 |  |
| **Course Assessment*** Current data is baseline after the pilot
* For team teaching, each instructor should submit a course assessment
* Kurt Konda will send an email in May, July and the end of August and will keep reporting open through the end of September for Spring 2022 courses (the form will be open before the course ends in the Spring semester)

**Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring 2022) – May 19
* Instructional Reviews
	+ Instructional Goal Reports (2020-2022 and 2021-2023) Due May 2
* Strategic Plan
	+ FY 22 Strategic Awards – June 25, 2022 is the last day to submit purchases
	+ FY 23 Strategic Planning
		- Priority Strategic Requests Due April 27th
* Faculty Workload – 6th Draft TBC
* HLC Site Visit – October 24-25, 2022
* Diversity, Equity & Inclusion
	+ Global Issues & Diversity Competencies
	+ Sampling of Evidence
	+ Website
	+ Professional development for faculty
* Anatomage Table – Online Version/Increased Usage – Remove from agenda
	+ 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
	+ Brian will make sure the faculty have been notified that need to get with Renee Demel for password
* Fiscal Year 22 Instructional Goals & Activities
* Elaine will resend the FY22 Instructional Goals & Activities document
* Student Maximum Course Enrollment Guidelines – Sent to Faculty Council for May meeting
* Faculty Handbook Updates (2022-2023)
	+ Submitted recommended additions and updates to Jenna
* Instructional Rubric – upcoming pilot

**Graduations*** May 13 – Barton County Campus
* MLT Pinning
* Nurse Pinning
* EMS Cording
* May 19 – FR (limited seating)
* May 25 – ECF
* May 26 – Fort Leavenworth

**Procedure Work*** Procedure #2530 – Course Attendance – Sent to Jenna Hoffman 4-25
* Procedure #2470 – Intellectual Property (Claudia/Lee)
* Procedure #2481 – Faculty Evaluation; Approved; Waiting for College Notification
* Procedure #2465 – Faculty Employment Qualifications – first draft
* Make small modifications and send to faculty council
* Procedure #2511 – Grade and Attendance
* Elaine will reach out to Human Resources to see if they have a copy of the old grade appeal procedure
* Procedure #2520 – Academic Freedom

**New Topics*** Assessment Institute 2022-2023
	+ Jason Lindstrom, Justin Brown, Paulia Bailey and Eric Foley.
	+ Mary Foley, Jeff Meyer, Latoya Hill, Brittany Fanshier, Wade Morris and Karen Gunther
	+ Lindsay Holmes, Jeremy Deckard, Aimee Hanson and Juan Pepi
* Kurt - I propose Instruction requests a title change to HR in the Instructor and Coordinator/Department Chair (Academics) – Full-Time or Part-Time job description. The requested change is to remove the word Academics (and the parenthesis) from the title. Current Title: Instructor and Coordinator/Department Chair (Academics) – Full-Time or Part-Time; Change to: Instructor and Coordinator/Department Chair – Full-Time or Part-Time
* Elaine will talk to Human Resources, the title remains the same except for the word Academics (remove that word)
* Claudia - BOL Orientation will be pushed out for Summer semester.
* The orientation is in HP5 and is interactive
* Matt will send out invitations to instructors to import it into their class.
* There will be a video on how to upload it into the class
* Gives space for the welcome letter and pre-test
* Goal is to have it in Fall Session 1 and beyond
* Claudia - SoftChalk - Renewal is up July 1st. We currently only have 7 instructors using it. We are paying $6500.00. Thinking of doing away with it. Need thoughts.
* Keep SoftChalk for another year so faculty have a chance to move away from it and redesign courses
* Claudia will check to see if we can get individual licenses for SoftChalk
* Business & Industry Workgroup
* Non Credit learning online
* Apprenticeships (Department of Commerce)
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| **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 (PN & RN) @ Pratt Community College
		- CNH Technician Training

**Procedures*** + ~~Finals~~
	+ ~~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~~
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| **Action Items:*** May 16 next meeting, take a look at Instructional Goals and Activities document
* If there are thoughts/agenda items for the Dean’s Council retreat please bring to the next meeting
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**Next Meetings**

**May 3 & 18 – Dean’s Council (Accreditation)**

**May 16 – Dean’s Council**