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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Monday, May 16, 2022 |
| Time | 1:30-3:30p.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 |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring 2022) – May 19
* Instructional Reviews
	+ Instructional Goal Reports (2020-2022 and 2021-2023)
* Strategic Plan
	+ FY 22 Strategic Awards – June 25, 2022 is the last day to submit purchases
	+ FY 23 Strategic Planning
		- Priority Strategic Requests
		- FY 23 Award
* 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
* Fiscal Year 22 Instructional Goals & Activities
* Instructional Rubric – upcoming pilot
* Title Change Request (5-12) for Instructor and Coordinator/Department Chair position description – done.
* Claudia - SoftChalk - Renewal is up July 1st. We currently only have seven instructors using it. We are paying $6500.00.
	+ 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 (will continue SoftChalk for at least one year)

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

**Procedure Work*** Procedure #2530 – Course Attendance – President’s Staff 1st Reading
* Procedure #2470 – Intellectual Property (Claudia/Lee)
* Procedure #2465 – Faculty Employment Qualifications – FC reviewed; sent to HR
* Procedure #2511 – Grade and Attendance (on hold)
* Old Procedure #2512 – Grade Appeal (this procedure will not be brought back)
* Procedure #2520 – Academic Freedom – 1st Draft
* Procedure #2466 – Adjunct Faculty/Overload Compensation
* The document does not mention “at will employee”
* Remove the pay amounts from the procedure, talk to HR for a supporting document
* “Adjunct Serving as a Substitute” paragraph (?? keeping)
* “Applied Music Classes” paragraph (?? keeping)

**New Topics*** FR/FL/GVP/GB College Program Classes – Collaboration Across Campus Locations
* Kurt will talk to Darren Ivey about books for FR/FL/GVP classes that Great Bend Campus students can use
* Academic Integrity – Reference to Academic Integrity Tools in Course Syllabus
* Look at the global Academic Integrity statement in the syllabus, have the Academic Integrity Council determine what language should be added to the syllabus regarding AI Tools
* Student Maximum Course Enrollment Guidelines – FC Feedback
* Next Steps: Work with Lori and Angie, will it be on the website, where at on the website, what is the implementation timeline, is there an automated system? Get with Zac in IT for a form
* Assessment Institute 2022-2023
	+ Jason Lindstrom, Justin Brown, Paulia Bailey and Eric Foley.
	+ Jeff Meyer, Latoya Hill, Mary Foley and Karen Gunther
	+ Lindsay Holmes, Jeremy Deckard, Aimee Hanson and Juan Pepi
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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 (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
	+ ~~1501/2501/2502 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**

**May 18 & June 1 – Dean’s Council (Accreditation)**

**June 7 & June 22 – Dean’s Council & Dean’s Council Retreat**