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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Tuesday, June 7, 2022 |
| Time | 2:15-4:15p.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 |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (summer 2022) – August 26
* Instructional Reviews
	+ Goal Reports (2020-2022 and 2021-2023) – September 1
* Strategic Plan
	+ FY 22 Strategic Awards – June 25, 2022 is the last day to submit purchases
	+ FY 23 Strategic Planning
		- 12 combined priority requests from Brian, Kathy, Kurt and Darren’s area.
		- Lacking cost for three items (one from Kurt, one from Kathy and one from Brian)
		- Claudia’s single item was funded via the tech grant.
		- One item from Darren’s list was funded via the tech grant.
		- Multiple items from Kathy’s list was funded by the tech grant.
		- Wrote Mark 6/6 for feedback
* Faculty Workload – 6th Draft TBC
* HLC Site Visit – October 24-25, 2022
* Fiscal Year 22 Instructional Goals & Activities
* Instructional Rubric – upcoming pilot; drafting instructional message
* Fall 2022 pilot
* 20 volunteers to use the rubric (this is for all courses)
* This will replace the BOL rubric
* Soft Chalk (remove from the agenda)
* Labster – Message from Connell
* FR/FL/GVP/GB College Program Classes – Collaboration Across Campus Locations
* Student Maximum Course Enrollment Guidelines

**Retreats*** June 10 – Faculty Council Retreat – GVP?
* June 13 – Executive Leadership Council
* June 22 – Dean’s Council Retreat

**Procedure Work*** Procedure #2530 – Course Attendance – President’s Staff 2nd Reading
* Procedure #2470 – Intellectual Property (Claudia/Lee)
* Procedure #2511 – Grade and Attendance – sent Angie updated document – any more changes?
* Procedure #2520 – Academic Freedom – Sent to Faculty Council
* Procedure #2466 – Adjunct Faculty/Overload Compensation
* Upcoming Meeting (Student Problem Resolution, Academic Integrity, Student Code of Conduct, Grade & Degree Revocation and Degree Revocation)

**New Topics*** Summer FT Openings
* Diversity, Equity & Inclusion
	+ Professional Development
	+ Standards
	+ Guidelines – Course Syllabi, Addressing Classroom Instruction & Discussion, Etc.
* Academic Integrity Tools PD
	+ Overall Session – FC 3rd Wednesday (August)
	+ AI Council Session – Turnitin
* Faculty Evaluations – Interaction Levels (3)
* Teacher to student interaction
* Student to student interaction
* Student to content interaction
* When the Instructional Rubric is finalized, incorporate all levels of interaction in the faculty evaluations
* Leadership Institute – Minimum Requirements (Attendance @ Full Day Sessions & Shadowing)
* Business & Industry Workgroup
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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
		- Entrepreneurship Boot Camp

**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 (expunge XF?)
	+ 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:** |  |

**Next Meetings**

**June 22 – Retreat**

**June 28 – Dean’s Council (Accreditation)**

**July 11 Dean’s Council**