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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Thursday, September 15, 2022 |
| Time | 1:00-2:45p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | o | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| Follow-up Topics* HLC Accreditation Visit (October 24-25)
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ November 4 – Full-Time Faculty – 1st & 2nd year (classroom visit); 17 visits
	+ For full-time faculty Brian puts the Fall classroom visit in Agile in the Spring, notify Sarah/Elaine that the visit is complete
	+ November 4 – Full-Time Faculty – 5th year+ (classroom visit & evaluation); 3 visits and evaluations
	+ January 6 – Adjunct (fall 2022) – January 6; 83 evaluations;
	+ Discussion Point: Classroom Visits – Agile Processing
* Instructional Reviews
	+ September 1st 2020-2022 and 2021-2023 Goal Reports Complete & Review
	+ 2021-2023 Next Goal Report Deadline – December 1
	+ 2022-2024 Instructional Reviews
		- Areas: Agriculture, Adult Education, Adult Healthcare, BASICS, Business, College Advantage, Dietary Manager, Emergency Medical Services, English, ESOL, Hazardous Materials, Physical Education & Recreation (HPER), Humanities, Mathematics, Music, Natural Gas, Nursing, Pharmacy Technician, Physical Sciences, Plumbing, Theatre and Welding
		- Launch October 3rd
		- Due to Elaine December 1st
		- Briefing Meeting – September 26th
* Strategic Plan
	+ FY23 Strategic Award – 1st Installment Approved 9-10/22
	+ Additional Spending Forthcoming to Utilize Full FY 23 Award
	+ FY 24 Strategic Planning – Commence November 1; Due to Elaine January 13, 2023
* VidGrid Update
* Claudia and Matt will begin work on a timeline between VidGrid and YuJa
* Faculty Notification
* Gol live with both systems January 1, 2023 with training during the Spring 2023 semester and around May 20, 2023 cut VidGrid off and it will expire July 1, 2023
* Information Technology will pay for both systems for one year (VidGrid and YuJa)
* As of today the contract for YuJa has not been signed
* Student Maximum Course Enrollment Guidelines
	+ Implementation Timeline – Spring 2023
	+ Lori’s Feedback – the Banner form is set up per location or program. She has access to the Power BI report that shows students in over 19 credits hour and will use for sorting purposes. Shanda is going to be the point person for this new guideline/process. Lori will meet with her in about a month to establish the procedures used to monitor.
	+ Promoting Guidelines
		- Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other
* Systemwide General Education Program
* Policies & Procedures
	+ Procedure #2470 – Intellectual Property – sent to Faculty Council 7/11; Faculty Council Will Review in September
	+ Elaine will make Faculty Council recommendations and send back to Dean’s Council
	+ Procedure #2511 – Grade and Attendance – sent to Faculty Council 6/23; Faculty Council Will Review in September
	+ Procedure #2520 – Academic Freedom – Sent to HR 8-24-22
	+ Faculty Employment Procedure (workload) – Sent to HR 8-24-22
	+ Faculty Council has Minor Changes to the Distinguished Instructor Procedure - forthcoming
	+ Procedure #2502 – Academic Integrity – Academic Integrity Council is Addressing
	+ Procedure #2505 Grade and Degree Revocation – Sent to Faculty Council 8/14; Faculty Council will review in September
	+ Elaine will send to HR
	+ Procedure #2503 – Academic Clemency – Sent to Faculty Council 8/14; Faculty Council will review in September

**New Topics*** Dean’s Council Charter
* Change BARTonline to Barton Online
* Fort Leavenworth Military Academic Services should be Fort Leavenworth Learning Services
* Fort Riley Academic Services
* Policy #1504 – Course/Program Development and Management
* Elaine will look at policy #1502 to see if these can be put into one policy
* Policy #1517 – Directed Independent Study
* Procedure #2517 – Directed Independent Study Enrollees
* Elaine will look at combining this procedure with procedure #2511 (Grade and Attendance)
* Syllabus Update
	+ LICC
	+ There will be a small work group that will take the Concourse template and create more specific directions
	+ Training: Videos, Faculty Handbook, Cougar TALEs, Course Rubric, Faculty Bootcamp & Instructional Academy
* Faculty Feedback
* Could new faculty be brought in thirty days earlier?
* Instructional Excellence Academy
	+ Darren Ivey, Brandon Steinert, Eric Bundy, John Mack, Bill Forst, Dan Williams, Wendy Miller, Amber Bebout, Clarence James, Kristin Steele, Chris Stott, Teressa Zink, Eric Smith, Melissa Stevens, Qiong Yu and Jason Lindstrom
* Center Awards
	+ Daniel Williams=$1500 attend United States Institute for Theatre Technology Conference & Stage Expo.
	+ Lawrence Weber=$500 purchase wood working equipment for courses
	+ Yuchen Boswell=$500 implementation of social market campaigns for student analysis
* Others Who Applied: Brittany Fanshier, Amir Meraban, Leon Sobba, Jacob Disque, Magdalena Jacobson, Brandon Steinert, Renae Skelton, Shelli Schmidt, Annemarie Duncan, Tana Cooper, Kristin Steele
* Faculty Checklist
* Themes & Goals
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| **Projects*** Programming
	+ Dance Education
	+ Welding Expansion
	+ Nursing (PN) @ Pratt Community College
	+ CNH Top Technician Training

**Procedures*** + Faculty Employment (New)
	+ ~~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 Discontinued 7/26/22~~
	+ 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 Grade Revocation
	+ ~~1505/2506 Degree Revocation - Discontinued~~
	+ 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
	+ ~~Procedure #2615 Student Problem Resolution~~
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| **FY 23/Academic Year 2022-2023 Instructional Themes & Goals****Theme #1****Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)*** Refine onboarding, orientation and professional development activities to promote employee development and retention
* Identify and prepare to pilot an instructional employee mentoring program
* Research and implement the College-wide Innovation Project

**Theme #2****Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)*** Provide faculty training on teaching and learning strategies, including but not limited to: Diversity, Equity and Inclusion, course design/quality course rubric and course binder project
* Provide resources and encourage opportunities for faculty collaboration

**Theme #3****Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C; Barton Core Priority Emphasize Institutional Effectiveness)*** Collaborate with Institutional Research to improve the process of requesting and receiving data
* Incorporate data research and information into innovation programs and services

**Theme #4****Prioritize student success strategies (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance
* Research and develop apprenticeship programs to support local employers

**Theme #5****Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)*** Align Barton’s General Education Program with KBOR’s General Education initiative
* Research, develop and implement programming, including but not limited to: non-credit, credential trades, customized training and alternate program locations
* Prioritize community, business and industry partnerships
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| **Action Items:** |  |

**Next Meetings**

**September 29 - Dean’s Council**