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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Monday, January 9, 2023 |
| Time | 3:00-4:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| Follow-up Topics   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + January 6 – Adjunct (fall 2022) – late reviews   + March 3 – Full-Time Faculty (Non-Tenure, Tenure Eligible, 4th Year and 5th Year and Beyond)   + For Tenure Eligible faculty “hide” the recommendation form   + Yuchen Boswell   + Andrea Jenkins   + Diane McReynolds   + Malia Sullivan   + Andrea Thompson * Instructional Reviews   + 2021-2023 Goal Report Deadline – February 1     - Areas: Criminal Justice, Communications, Corrections, Dance, Developmental Education, Early Childhood, Education, Emergency Management/Homeland Security, Fine Arts, Information Technology, Life Sciences, Medical Laboratory Technology, Medical Support, Military Programs, MOST, Occupational Safety & Health, Scales Technician and Social/Behavioral Sciences   + 2022-2024 Goal Report Deadline – February 1     - 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 * Strategic Plan   + FY23 Strategic Award   + FY 24 Strategic Planning – Commence November 1; Due to Elaine January 13, 2023 * VidGrid/YuJa Update (Mather)   + Both platforms will remain operational in the Spring 2023 term.   + Faculty will be unable to record/upload in VidGrid after January 1st, 2023.   + Migration of data will be complete by early February.   + VidGrid will be shut down July 1st 2023.   + Training Schedule * Systemwide General Education Program   + KBOR Webinars (November 21/January 20)   + Awaiting KBOR Timeline   + Awaiting Information on Curriculum Maps   + PTP/LICC * Syllabus Update   + Spring 2023 Syllabi Audit – March 1     - Auditor(s)/Process       * Ange is on board to assist with the random sample.       * She would like to know “With a date of March 1st, would it be any class that started before that time or all spring classes including those that start after that date?         + It will be classes that start before March 1st         + Is there a way that courses would not show in Concourse if they are no longer active?   + Timeline for Syllabi Completion     - Proposed Timeline     - Lori/Sarah Discussion about Summer     - Fall courses with a CRN feed to Concourse May 1     - Spring courses with a CRN feed to Concourse October 1     - Summer course with a CRN feed to Concourse March 1   + Cougar TALEs Session – GREAT! File Recording on LICC Webpage?   + Other Video Resources – Update?     - https://internal.bartonccc.edu/faculty/licc * Rubric Project Update (Mather)   + Findings & Recommendation Report - Discussion * Barton Online Scheduling – Claudia   + Elaine would like to see more opportunities exist on Barton Online (credit, non-credit, training, credentials)   + Look at the 6-week sessions schedule data   + What percentage of students are taking back to back English Comp I and then English Comp II   + Meeting – February 6 * Upcoming Meetings:   + Competency-Based Learning – Upcoming Meeting January 25th   + Instructional Review Debriefing – January 26   + Faculty To-Do Checklist – Upcoming Meeting January 31st   + Faculty Handbook – February 1   + Barton Online Scheduling – February 6 * Strategic Themes & Goals   + Responses (Kurt & Claudia)   + Other Updates * Policies & Procedures   + Procedure #2470 – Intellectual Property – revision modified; response to faculty member Marshall (no response) and forwarded for January President’s Staff   + Policy #1502 Instructional Program – Sent to Faculty Council 12/6   + Procedure #2540 Credit Hour Allocation – Sent to Faculty   Council 12/6   * + Policy #1510 and Procedure #2510 – Sent to Student Services 12/6   **New Topics**   * Kurt – Class Minimums * Elaine will talk to Mark about making Fort Riley and Fort Leavenworth LSEC class minimums the same (8 students) * Faculty Workload – Supervisory Management | | | | | | | | | |  |
| **Projects**   * Programming   + Dance Education   + Welding Expansion   + Nursing (PN) @ Pratt Community College   + CNH Top Technician Training   + FR Proposal – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis   + New location for scales technician   + Digital Communications and Content Strategies   **Procedures**   * + ~~2468 Faculty Employment (New)~~   + ~~2512 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 – Academic Integrity, Quality, and Rigor~~   + ~~2501 – Academic Integrity, Quality, and Rigor Discontinued 11/7~~   + ~~2502 Academic Integrity~~   + ~~1516 Alternative Delivery Methods – Discontinued 9/9/22~~   + ~~1515/2515 Arranged and Late Starting Classes – Discontinued 9/9/22~~   + ~~1535/2535 Children in the Classroom~~   + ~~1504/2525 College to University Articulation Agreements~~   + ~~1530/2530 Course Attendance~~   + ~~1504/2525 Course/Program Development & Management – Discontinued 12/7/22~~   + 1502/2540 Credit Hour Allocation   + ~~1517/2517 Directed Independent Study Enrollees Discontinued 10/26/22~~   + 1510/2510 Examinations – sent to student services   + ~~1451/2465 Faculty Employment Qualifications~~   + ~~1465/2481 Faculty Evaluation Process~~   + ~~1511/2511 Grade & Attendance Reporting~~   + ~~1505/2506 Degree Revocation Discontinued 7/26/22~~   + ~~1505/2505 Grade & Degree Revocation~~   + 1506/2507 Honorary Degree   + 1502/2540 Instructional Program   + 1463/2470 Intellectual Property   + 1410/2426 Sabbatical Leave   + ~~1420/2435 Barton Distinguished Instructor Awards~~   + ~~Procedure #2615 Student Problem Resolution~~ | | | | | | | | | |  |
| **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 (enrollment, institutional reviews, high school market) * 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 | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meeting**

**February 1 - Dean’s Council**