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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| Month | Wednesday, February 22, 2023 |
| Time | 2:30-4:30p.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 |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
| x | Dr. Ann Ingala | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| Follow-up Topics   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall 2022) – still waiting on some   + March 3 – Full-Time Faculty (Non-Tenure, Tenure Eligible, 4th Year and 5th Year and Beyond) * Strategic Plan   + FY23 Strategic Award   + FY 24 Strategic Planning * Systemwide General Education Program   + Brian’s Request for Programs with Specific General Education Requirements   + 1st Deadline – April 1, 2023     - Submit GE Implementation Check-In Form     - Determination that the Institution Will Not Participate in the Systemwide GE and Provides Written Notice   + Academic Degree Map Workgroup   + All courses have been “slotted” to the buckets and are prepared to submit the report that is due June 2023 (identifying all courses in the different buckets)   + Go through the current degree maps, look at courses and determine if they are prerequisites or a post requisite or a general education courses used that is not a prerequisites but are required. * Syllabus Update   + Email Message Sent 1/30/23   + March 1st – Syllabus Spring Audit     - Reminder to Faculty?     - Audit Findings   + Summer Audit   + Inactive Course Query – Sarah has added “inactive” to course title in Concourse as applicable.  |  | | --- | |  |  * Faculty Handbook * Upcoming Meetings:   + Instructional Review Committee – Monthly Meetings   + OER Meetings – Monthly (March-April)   + Barton Online Fiscal Review/Scheduling – March 6   + Faculty To-Do Checklist – March 27 and April 26   + Competency-Based Learning – February 27 (Readings/Videos/College Contacts)   + CBE Community College Showcase – March 28     - Be sure and register for this one! * Strategic Themes & Goals   + Responses (Kurt & Claudia)   + Other Updates * Policies & Procedures   + Policy #1502 Instructional Program – Second Reading at President’s Staff (March)   + Procedure #2540 Credit Hour Allocation – Second Reading at President’s Staff (March)   + 1506/2507 Honorary Degree   + 1410/2426 Sabbatical Leave * Instructional Rubric   + Comments from January Dean’s Council Meeting     - Brian - not sure there is a need for a rubric for face to face classes, but support a rubric for online faculty. Some academic faculty may see it as overreach and another thing to do/report. Favor standards, but not sure a rubric for F2F coursework is the right course of action.     - Kathy – when the conversation was started she was in favor of a face to face rubric as it would help the faculty who have not taught a class. Now she is not so sure, faculty think it is one more thing added to their job.     - Kurt – the majority of his faculty are adjuncts and he would like to see less detail and time consuming for faculty. Could it be a course design checklist?     - Claudia – not sure why online faculty need a rubric with standards and go through the process when face to face faculty do not (referencing Criterion 3.A.).     - Angie – regardless of what method is decided the language needs to be “evidencing quality”   + Continued Discussion     - As an institution of higher learning, we need instructional standards that are communicated and expected across the instructional system.     - All students deserve to have these standards applied to their coursework – regardless of location and venue.     - Faculty deserve to know the College’s expectations for teaching and understand they will be evaluated to those standards.     - How do we achieve these outcomes?       * Establish and communicate standards         + Overall         + Specifics (F2F, Online, Video Instruction, Non-Credit, etc.)       * Professional Development         + Teaching & Learning Academy   Replace Instructional Excellence Academy  Hosted by Center for Innovation & Excellence  Incorporate faculty bootcamp, standards and course review rubric  Incorporate faculty resources, contacts, policies/procedures, etc.; compare to previous new faculty training  Required for all new faculty (FT/Adjunct)  Directed for faculty with evaluation concerns (supervisor and/or students)  Encouraged for all faculty  Offered monthly online  Offered in person on Barton County Campus (Fall) – build into new FT faculty workdays beginning fall 2024  Kurt, the sessions needs to be flexible to all schedules  Brian, if the sub-team develop five standards of instruction, those could be the commonality. Instructors could be evaluated based on the standards.   * + - * Course reviews & course scheduling         + Discuss current processes         + Discuss future processes         + Brian, develop standards or themes, have the workgroup create a draft (five to seven standards/themes). When standards/themes are created allow online and face to face faculty have the same process.         + Kathy, have deadlines as to course creation (before the class can be start have a certain amount of the class ready to go)         + Claudia, if we allow faculty not to totally complete the course, how do we know they are meeting all the federal compliance issues       * Other Thoughts * New Topics   + 2+3 Agreement – Natural Gas Transmission & Distribution Technician to Bachelor of Science in Petroleum Engineering     - Former Natural Gas I/C initiated discussions with Dr. Razi at KU (Associate Professor – Director of TORP – Tertiary Oil Recovery Program) and Dr. Susan Williams Chair of the Chemical and Petroleum Engineering.     - Meetings have occurred with multiple KU departmental representatives.     - Dean Howe has reviewed the plan.     - KU is eager to complete this plan as they have very few partners in the western part of Kansas and they were very excited about teaching some corrosion topics in their programs.     - AAS vs. AS  * + Assessment Updates     - CAT communication – discontinued reporting     - Fundamental Outcomes       * Critical Thinking       * Life-long Learning       * Historical Perspective       * Technological Perspective       * Cultural Perspective | | | | | | | | | |  |
| **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, OSHA, Military Programs, Hazardous Materials   + Scales Technician @ Grandview   + 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 – Discontinued 1/18/23~~   + ~~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 | | | | | | | | | |  |
| **Other Items:** | | | | | | | | | |  |

**Next Meeting - March 21 - Dean’s Council**