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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Tuesday, March 21, 2023 |
| Time | 2:30-4:30p.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 |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
| x | Nick Larmer |  |  |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring) – May 18 (please compare notes with Sarah)
* **Strategic Plan**
	+ FY23 Strategic Award – met with Mark this morning
	+ FY 24 Strategic Planning – meeting with Mark & Renee Thursday)
* **Systemwide General Education Program**
	+ Brian’s Request for Programs with Specific General Education Requirements
	+ Reviewing current degree maps – looking for general education courses that are pre-requisites, post requisites or required.
	+ 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
	+ 2nd Deadline - June 1, 2023
		- Submit GE Master Course List (courses we plan to offer in each bucket)
		- Feedback to Brian prior to April 12th
* 3rd Deadline July 30, 2023
* Begin now to gather data to continue requiring-and not waive a specific GE course to transfer students
* **Syllabus Update**
	+ March 1 Audit Findings
	+ Plan of Action
	+ VP Notification to Instruction
	+ Summer Audit
	+ Brian will follow up with his faculty that should have a syllabus and find out why there is not one

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* **Faculty Handbook**
	+ Jenna has made changes to the handbook
	+ Revisions sent back to Faculty Council 2/27/23 for final review before posting.
* **Barton Online Fiscal Review**
	+ Mark’s Comment on Using the Slicer Page for Parts of Term vs. Giving Each Session its Own Number
* **Upcoming Meetings:**
	+ Instructional Review Committee – Monthly Meetings
	+ OER Meetings – Monthly (March-April)
	+ Faculty To-Do Checklist – March 27 and April 26
	+ CBE Community College Showcase – March 28
		- Be sure and register for this one!
	+ Leadership Institute – March 31
		- Dr. Flanders’ Presentation
	+ Assessment Institute Graduation – March 31
	+ Adjunct Faculty Discussion with HR & IR – April 3
	+ Competency Based Learning – April 4
* **Strategic Themes & Goals – Responses**
* **Policies & Procedures**
	+ Policy #1502 Instructional Program – Approved
	+ Procedure #2540 Credit Hour Allocation – Approved
	+ 1506/2507 Honorary Degree
	+ 1410/2426 Sabbatical Leave
	+ Could this policy be used for a church mission
	+ Could this policy be used for projects vs educational opportunities
	+ Could this policy be used for an employee being called to active duty
	+ Telecommuting
* **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”
	+ **Agreed Upon Goals – February Council Meeting**
		- 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.
	+ **Elaine Asked Claudia/Matt (March 7)**
		- What was the intention of using the Instructional Rubric for face-to-face classes? What I’m asking is how did you and the committee envision implementing it for F2F classes?  Was it your plan to use the tool as faculty are developing F2F instruction and not allowing them to teach a class until it has been certified?  Or, was the plan to utilize the tool to review currently delivered courses?
			* It was our intention to work alongside faculty as they created new courses and to review courses already being taught. We do not need to treat F2F the same as online in that they need to pass the rubric prior to teaching it, but I believe F2F faculty do need to work with the ID team to meet the rubric/standards, especially if they use a course shell.
			* Additional Information Forwarded in Separate Email (3/20/23)
	+ Establish and Communicate Standards
	+ Requirements
	+ Same or Different Processes (F2F vs. Online)
	+ Professional Development
	+ Faculty Evaluation to Standards
	+ Other
	+ Next meeting spend time with the Instructional Rubric
* **New Topics**
	+ Faculty Council – Religious Holidays
	+ If a student asks for accommodations ahead of time, it is usually honored
	+ DEI Funding – State Situation
	+ Academic Integrity – Syllabus Statement
	+ Data Dictionary – Instruction’s Role
	+ Talk to the Student Success Alliance and see what work they have done on the Data Dictionary
	+ Work continues on the Programs of Study page on the web
	+ Brian will add his information for the credential project
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| **Projects*** Programming
	+ ~~Dance Education~~  Done
	+ 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~~  Done
	+ Music Accompaniment

**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~~
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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 (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
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| **Other Items:** |  |

**Next Meeting – April 12 - Dean’s Council**