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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, April 12, 2023 |
| Time | 1:30-3:00p.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)   + Adjunct (spring) – May 18 (please compare notes with Sarah) * **Strategic Plan**   + FY23 Strategic Award – finalizing   + FY 24 Strategic Planning – discussions * **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.   + ~~1~~~~st~~ ~~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**   + Spring Audit Follow-up   + Summer Audit   + Summer courses that started through Monday July 10, 2023  |  | | --- | |  |  * **Faculty Handbook - done** * **Upcoming Meetings:**   + Barton Online Fiscal Discussion Meeting – April 17   + Spring Executive Leadership – April 24   + Instructional Review – April 24   + Instructional Standards – April 26   + Faculty To-Do Checklist – April 26   + ~~OER Meeting – May 2~~ Cancelled   + Faculty that Teach for More than One Division – May 3   + CBE Webinar – Claudia?   + Competency Based Learning – TBD (every three weeks) * **Graduations**   + Barton County Campus – May 12 (MLT, Nursing, Paramedic & Commencement)   + Fort Riley – May 25   + Fort Leavenworth – June 7 * **Policies & Procedures**   + 1506/2507 Honorary Degree   + Talk to Angie about the procedure, update and keep the procedure   + 1410/2426 Sabbatical Leave   + Update and keep the procedure   + Telecommuting * **Religious Holidays** * **New Topics**   + Survey Deadlines     - Math Pathways – April 14     - OER – May 5     - Agile – May 8   + Retreats     - Instructional Council - June 12th (SWOT)     - Dean’s Council – June 21st (Themes & Goals)   + Faculty Council   + Re-wrote bi-laws to say membership will be 8-15 people   + Distinguished Instructor Award | | | | | | | | | |  |
| **Projects**   * Programming   + 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   + 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~~ | | | | | | | | | |  |
| **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 – May 4**