|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, August 23, 2023 |
| Time | 1:30-3:00p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Claudia’s New Position*** New position coming soon
* Don’t need the Director of Instructional Excellence – will now be called Educational Technologist
* Work with students, faculty, staff on integrity tools, technology, multi-media; work with instructional designers on course reviews and course design
 |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (summer) – August 25 (please compare notes with Sarah)
	+ 2023-2024 Faculty Evaluation Deadlines – sent 7/31/23
* **Strategic Plan**
	+ FY 24 Strategic Planning
		- No award for FY 24
		- KBOR B&I/Apprenticeship Funds – Dr. Kottas/Kurt/Mark (Upcoming Meeting)
		- Tech Grant Responses – Sent 7/10/23/Responses 7/28/23; Updated 8/14/23
* **Instructional Reviews**
	+ 2021-2023 Goals Due – September 1
	+ 2022-2024 Goals Due – September 1
	+ 2023-2025 Instructional Review Briefing – September 25
	+ 2023-2025 Instructional Reviews Begin – October 2
* **Systemwide General Education Program**
	+ June 1st KBOR Report to KBOR
		- KBOR Feedback on One of Our Courses; we adjusted to KBOR’s request
	+ July 30 KBOR Report (Deadline Extended to August 11)
		- KBOR Feedback on Program Emphasis
		- Researching Other Institutions
		- Plan to Call Meeting with KBOR
	+ Academic Degree Map
		- General Education Update/Template Sent 7/31/23
		- Progress?
	+ Board of Trustees Presentation – September Board Study Session (Instructional/KBOR Update)
		- General education overview
		- New education degree
		- Performance funding criteria
		- Degree maps overview
* **Syllabus Update**
	+ 2023 Audits
		- Spring (January 1-March 1); Report Ran March 15
		- Summer (May 22-July 10); Report Ran May 22
		- Fall (August 1-October 15); Run Report September 1
	+ Ange sent a video to assist in reviewing individual faculty members’ syllabi (revisit this topic)
		- Did it help?
		- If so, are you sharing with it with other supervisors who do faculty evaluations?
* **Policies & Procedures**
	+ Religious Holidays – Elaine & Angie
	+ Telecommute (Alternate Work Location) Procedure – Elaine & Angie
		- Remote is a permanent arrangement but not permanent if a person leaves the position
		- Telecommute is a non-permanent arrangement
		- Minimum of 1 year of service
		- No more than 2 days a week and cannot be consecutive days – need to consider summer hours and if the 2 days is 8 hours each day
		- Remote employees’ equipment will be college equipment but nothing beyond what they would have on campus
		- Telecommute employees’ will not be provided with college equipment
		- Doesn’t apply to adjuncts or temporary employees
		- Need to update the five related forms
		- Goal is to be done by Christmas
	+ Student Problem Resolution – Updated & Shared
	+ Academic Integrity – Updated/Forthcoming Share – small updates for artificial intelligence
* **Instructional Standards**
	+ Sent to Faculty Council August 18
* **Upcoming Meetings**
	+ August 29 – State Apprenticeship Funds (Kurt, Kathy & Mark)
	+ August 29 – BASICS Online Meeting
	+ August 30 – Instructional Standards
	+ August 30 – Instructional Council
		- How do we want to handle these meetings? Like an advisory board to Dean’s Council?
		- What do we want their feedback on?
	+ August 31 – Zendesk Chatbot Demo
	+ September 5 – Religious Holidays Discussion (Angie & Elaine)
	+ September 5 – Vera “Student Voice” Webinar (Kathy & Elaine)
	+ September 5 – Faculty Council
	+ September 6 – Telecommuting Procedure Discussion (Angie & Elaine)
	+ September 6 – Outcomes Assessment Committee
	+ September 7 – Marketing/PR Advisory Meeting with Maggie
		- What is the intent and purpose?
	+ September 8 – Assessment Institute Begin
* **Student Authenticity Workgroup – Mather** (meeting in September)
* **Competency Based Education – Mather**
* **PR Advisory – Met in June/Upcoming Meeting**
* **New Topics**
	+ Communicating with Students via Canvas Post Close of Class (Claudia)
		- At the All Faculty Meeting Ange Davied asked if we could open up communications within Canvas after class closes
		- Canvas doesn’t’ allow this
		- Faculty can send a message from their inbox but it can’t be tied to a class; then students can reply to that message
		- Faculty would have to initiate this message from their inbox for each class
		- Should we ask faculty how frequently this happens for them? Claudia will ask faculty
	+ Dr. Kottas’ Idea
		- For recruiting and retention send the student’s that make the Dean’s List a congratulatory message/card from the Dean’s
		- This would be a mailing produced from the print shop
		- All the Dean’s are on board with this idea
		- Kathy will lead this project
	+ Building Open Houses at the start of semester
		- Academics division foundations area hosted an open house last week in the Classroom building – well received by student’s and community members
		- Consider doing this for the Science/Math, Fine Arts, and Technical buildings in the future in conjunction with Cougar Tales
	+ Supervisory Training
		- Draft Topics
			* Policies & Procedures
			* Performance Appraisals/Faculty Evaluations
			* Communication & Documentation
			* Hiring & Orientation
			* Discipline, Performance Plans & Termination
			* Managing Projects, Programs & People
				+ Weave in Establishing & Leading Goals
				+ Weave in Delegation
			* Conflict Management
			* Work Environment & Teams
			* Continuity Books
			* Job Descriptions
			* Dress Code/Work Attire
	+ Disability Mentoring Day – October 18
	+ 2023-2024 Themes & Goals
		- Action Planning
		- Reporting
 |  |
| Programming* Welding Expansion
* Nursing (PN) @ Pratt Community College
* CNH Top Technician Training
* FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials
* Scales Technician @ Grandview
* Music Accompaniment
 |  |
| **FY 24/Academic Year 2023-2024 Instructional Themes & Goals****Theme #1****Maximize the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)*** Support the implementation of the Innovation Initiative
* Launch continuity planning across the instructional system
* Inventory college processes via the Programs Topics and Processes committee
* Complete the Ag complex campaign

**Theme #2****Foster a synergistic system-wide 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
* Encourage opportunities for faculty collaboration
* Incorporate instructional standards into faculty orientation and throughout the instructional system

**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 Effectiveness to improve the process of requesting, receiving and analyzing data
* Incorporate data research to innovate programs and services
* Research competency-based education

**Theme #4****Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance
* Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students
* Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education)

**Theme #5****Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)*** Utilize the instructional review process to strengthen current programs
* Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings.
* Maintain and build business & industry and community partnerships
* Research the college’s ability to serve as an intermediary for registered apprenticeships
 |  |
| **Action Items:** |  |

**Next Meeting – September 12**