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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Tuesday, September 12, 2023 |
| Time | 1:30-3:00p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ November 1 – 1st/2nd Year Full-Time Faculty
	+ January 5 – Fall Adjunct Faculty
* **Instructional Reviews**
	+ 2023-2025 Instructional Review Briefing – September 25
	+ 2023-2025 Instructional Reviews Begin – October 2
		- Areas: Carpentry, Criminal Justice, Communications, 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
* **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**
	+ Policy #1600 (Instruction & Student Services)
		- #2604 Procedure (SS)
		- #2620 Procedure (SS)
		- #2530 Procedure (I)
		- Religious belief statement is good
	+ Telecommute (Alternate Work Location) Procedure – Elaine & Angie
	+ Procedure $#2511 Grade & Attendance (Incomplete Section)
	+ Angie has concerns with the Incomplete Grade Reporting section
	+ Most students request an incomplete because the student has a catastrophic event and usually faculty are willing to work with student
	+ Brian suggested language “when the event”
* **Instructional Standards**
	+ Instructional Council & Faculty Council Feedback
	+ We will look at the comments from Faculty Council about the Instructional Standards and make recommendations
* **Upcoming Meetings**
	+ September 13 – PTP
	+ September 13 – LICC
	+ September 14 – Instructional Standards
	+ September 14 – Zendesk Chatbot
	+ September 15 – KS-LSAMP Governing Board Meeting
	+ September 15 – KBOR Math Projects Webinar
	+ September 18 – President’s Staff
	+ September 19 – KBOR Systemwide Elementary Ed (PK-6) Transfer
	+ September 19 – Instructional Review Committee
	+ September 19 – Academic Degree Map Workgroup
	+ September 20 – KBOR Meetings
	+ September 20 – Academic Integrity Council
	+ September 21 – KBOR/Adult Education Monitoring Visit
	+ September 21 – Accreditation Meeting
	+ September 22 – Leadership Institute Launches
	+ September 25 – OER Extended
	+ September 25 – Institutional Research Data Discussion (Summer BOL Enrollment)
	+ September 25 – 2023-2025 Instructional Review Briefing
	+ September 27 – BASICS Online Workgroup
* **Student Authenticity Workgroup – Mather** (meeting in September)
* **Competency Based Education – Mather**
* **Communicating with Students via Canvas Faculty Feedback – Mather**
* Are faculty getting responses after the course closes? Are there pockets of faculty having trouble with Canvas communicating?
* **PR Advisory**
* **Dean Congratulation Notes – Dean’s List (Kottas)**
* **Building Open Houses – Beginning of Fall Term (2024)**
* There will be a meeting to discuss a Fall building open house
* **New Topics**
	+ **KBOR Initiatives (Board of Trustees Report)**

* + Continuity Books
	+ Supervisory Training
		- **List of Supervisors**
		- 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
			* Supervisors to add:
			* Abby Kujath
			* Megan Chambers
			* Tim McKiernan
			* Adult Healthcare leader
			* Remove Christian Rivas
	+ Survey Results – List of Faculty/Supervisors
	+ Elaine will send an email for the non-completers of the survey, new deadline will be September 26
	+ Disability Mentoring Day – October 18
	+ 2023-2024 Themes & Goals
		- Action Planning
		- Reporting
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| 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
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| **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
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| **Action Items:** |  |

**Next Meeting – September 28**