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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, September 28, 2023 |
| Time | 1:30-2:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | |
| 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)   + November 1 – 1st/2nd Year Full-Time Faculty     - Classroom Visit Only – Upload into Agile     - A supervisor has the right to evaluate their faculty at any time   + January 5 – Fall Adjunct Faculty * **Instructional Reviews**   + Briefing Debrief   + 2023-2025 Instructional Reviews Begin – October 2-December 1     - 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)**   + Sarah is finishing up the details from the audit.   + 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**   + Telecommute (Alternate Work Location) Procedure – Elaine & Angie   + Procedure $#2511 Grade & Attendance (Incomplete Section)   + The request form says “The student must initiate the request prior to the end of the academic term from the contract”.   + Elaine will change the policy to say the form must be initiated prior to the end of the term.   + In the Incomplete Grade Reporting section:   + Flip bullets one and four (bullet three was taken out)   + Add statement “At the time of such occurrence the student must have a passing grade” * **Instructional Standards**   + Updated draft from Instructional Council & Faculty Council Feedback * **Upcoming Meetings**   + October 2 – Faculty Council   + October 9 – Instructional Standards   + October 9-10 – FR Board of Trustees Retreat   + October 11 – PTP   + October 11 – Dynamic Strategic with EAB   + October 16 – President’s Staff   + October 16 – Live Chat/Student Communication   + October 16 – Executive Leadership Fall Update   + October 16 – Instructional Council   + October 17 – Continuity Resource Workshop * Student Authenticity Workgroup – Mather * Finalized notes from the meeting and will share them with Dean’s Council * Competency Based Education – Mather   + Conference   + Webinar – Financial Aid (October 24) * Communicating with Students via Canvas Faculty Feedback – Mather * PR Advisory * Continuity Books * Supervisory Training – Upcoming Meeting November 2nd   + 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 * Non-Completers (Resource Survey) * October 13th is the deadline to complete the survey * **New Topics**   + Degree Maps   + ADA Guidelines for Face-to-Face Instruction   + The Center will provide a document with guidelines   + Cyber Security Training   + Title IX Training   + Presidential Search   + Disability Mentoring Day – October 18   + 2023-2024 Themes & Goals     - Action Planning/Assignments     - Reporting | | | | | | | | | |  |
| Programming   * Nursing (PN) @ Pratt Community College * CNH Industrial 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 – Claudia Mather * Launch continuity planning across the instructional system – Dean’s Council * Inventory college processes via the Programs Topics and Processes committee – PTP (scheduling process) * Complete the Ag complex campaign – Kathy Kottas   **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 – The Center * Encourage opportunities for faculty collaboration – Dean’s Council * Incorporate instructional standards into faculty orientation and throughout the instructional system – Dean’s Council (job description/evaluations)   **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 – Dean’s Council * Incorporate data research to innovate programs and services – Dean’s Council * Research competency-based education – The Center   **Theme #4**  **Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)**   * Support Student Success Alliance – Academic Development Center * Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students – Dean’s Council and Lee Miller * Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education) – Brian Howe and Instruction   **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 – Dean’s Council * Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings. – Dean’s Council * Maintain and build business & industry and community partnerships – Kathy Kottas * Research the college’s ability to serve as an intermediary for registered apprenticeships – Kathy Kottas | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meeting – October 18**