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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, October 28, 2024 |
| Time | 2:30 – 4:30 p.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 |
| x | Maggie Harris |   |   |  |  |  |  |
| Topics/Notes |  |
| **Program Promotional Priorities*** Marketing Campaign Options
* Maggie’s Email – Promotions Planning Post Dean’s Council’s Discussions on 8/1
* Original Priority Spreadsheet
* Updated Priority Spreadsheet with Information from Academics & WTCE; Kurt’s Information Remains on the Original Priority Spreadsheet
* Theatre launched a couple weeks ago, launching Natural Gas in two weeks, work on Accounting/Business next, Education will be in the spring
* Committee is meeting every other month with attendees from the instructional areas; Maggie will send Elaine a post-meeting report
 | Maggie Harris |
| **Reminder Information: Student ID’s (Renee Demel Provided)*** Changing to student ID to log into the portal instead of email address
* Goal is to start in January
* Reasons for doing this:
	+ Email addresses can be confusing for students with the same name
	+ Students don’t know their student ID (this way students will have to know their student ID)
	+ International students have long names and there are only so many characters allowed in an email address
* This would allow students to reset their passwords themselves; IT wouldn’t have to do it anymore
* This would allow adjunct faculty to reset their passwords themselves
* Employees will not log in with ID; still use their email
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| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Full-Time Faculty (1st, 2nd and 5+ Rotation) – November 7th
		- Report Classroom Visit Completion to Sarah and I via email
		- Submit Full Evaluation Package for 5+ Faculty in Rotation
	+ Adjunct Faculty (fall) – January 3rd
	+ Compare your lists with Sarah Riegel
* **Policies & Procedures**
	+ Fall 2024 – Begin Procedure Review
	+ Procedures Academic Integrity, Student Problem Resolution, and Code of Conduct are Under Review
	+ Dress Code Procedure Workgroup – Meeting November 7th
	+ Faculty Evaluation
* **WSU 2+2 Early Childhood Agreement**
	+ Language to distinguish between the maps for AS and AAS
	+ Agreement for President to sign
	+ Scheduling challenges
	+ Paragraph for our website with links to WSU’s website
* **Upcoming Meetings**
	+ October 29 – Fort Leavenworth Trip with Dr. Garstecki
	+ October 30 – KS-LSAMP Governing Board Meeting
	+ October 30 – Corequisite Implementation/Strategic Planning Meeting
	+ October 30 – Natural Gas Advisory Board Meeting
	+ October 30 – SOFTWarfare Ribbon Cutting
	+ October 30 – Ellinwood Meet ‘n Greet with Dr. Garstecki
	+ October 31 – TEA Meeting
	+ November 1 – Business Advisory Board Meeting
	+ November 4 – Cabinet Meeting
	+ November 4 – Meeting with Cam Sadler
	+ November 4 – Faculty Council Meeting
	+ November 4 – President’s Cabinet Meeting
	+ November 5 – KSU 2+2 Meeting (Pfortmiller)
	+ November 5 – Student Problem Resolution in Maxient Meeting
	+ November 5 – Programs of Study Meeting (Coming Out of PTP)
	+ November 6 – BAASC Virtual Meeting
	+ November 6 – Scale Technician Advisory Board Meeting
	+ November 6 – ECF Learning Celebration
	+ November 6 – Ellsworth Meet ‘n Greet with Dr. Garstecki
	+ November 7 – Strategic Planning Workgroup
	+ November 7 – Dietary Manager Advisory Board Meeting
	+ November 7 – Central Plains HS Meeting
	+ November 7 – Dress Code Procedure
	+ November 7 – TEA Program/Curriculum Committee Meeting
	+ November 12 – Top Tech Advisory Board Meeting
	+ November 12 – Procedure Work Group Meeting
	+ November 12 – Instructional Standards
	+ November 12 – Board Study Session
	+ November 13 – PTP
	+ November 13 – OER Extended Plan Meeting
	+ November 13 – Accreditation Committee Meeting
	+ November 13 – LICC
	+ November 13 – VP3 Meeting
	+ November 14 – KCCHE Officers Meeting
	+ November 14 – OAC
	+ November 15 – Nursing Advisory Meeting
	+ November 15 – New Partner Tour – Otis-Bison
	+ November 15 – New Partner Tour – Russell
	+ November 18 – President’s Staff Meeting
	+ November 18 – Program Alignment Verification Project
	+ November 18 – Enrollment Verifications Meeting (Crowther)
	+ November 18 – Larned Meet ‘n Greet with Dr. Garstecki
	+ November 19 – New Partner Tour – Lyons
	+ November 19 – Agriculture Advisory Board Meeting
	+ November 19 – SOFTWarfare Discussion with Garstecki
	+ November 19 – Academic Integrity Council Meeting
	+ November 20 – Senior Day
	+ November 20 – SCOCAO/COCO & BAASC Meetings
	+ November 20 – Instructional Council Meeting
	+ November 20 – KCCHE Steering Committee Meeting
	+ November 20 – Student Recital 2 – Chapel
* **Forms**
	+ [Academic Integrity Violation Reporting Form (AIVR)](http://cm.maxient.com/reportingform.php?BartonCCC&layout_id=60)
	+ [Advisor or Change of Major Request](https://forms.office.com/r/zwQhiwTmDr)
	+ [CAM Executive Summary](https://docs.bartonccc.edu/iss/documents/Program%20Approval%20Matrix/Executive%20Summary%20Template.docx)
	+ [CAM Phase Zero Program Development Template](https://docs.bartonccc.edu/iss/documents/Program%20Approval%20Matrix/Phase%20Zero%20Program%20Development%20Template.docx)
	+ [CAM Phase Zero Program Development Template (Modified)](https://docs.bartonccc.edu/iss/documents/Program%20Approval%20Matrix/Phase%20Zero%20Program%20Development%20Template%20%28Modified%29.docx)
	+ [Class Coverage](https://docs.bartonccc.edu/iss/documents/faculty/classcoverage.pdf)
	+ [Class Waiver Form](https://docs.bartonccc.edu/iss/documents/faculty/ClassWaiver.pdf)
	+ [Classroom Visitation Form Face-to-Face](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Classroom%20Visit%20Form%20F2F.docx)
	+ [Classroom Visitation Form Online](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Classroom%20Visit%20Form%20Online.docx)
	+ [Curricula Approval Location Form](https://exsforms3.bartonccc.edu/location/index.htm)
	+ [D](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx)[irected Independent Study Contract](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Directed%20Independent%20Study%20Contract.docm)
	+ [D](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx)[irected Independent Study Criteria](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Directed%20Independent%20Study%20Criteria.pdf)
	+ [Faculty Credential Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Combined%20Faculty%20Credential-Exception%20Form.docx) – Done
	+ [Faculty Recommendation Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Faculty%20Recommendation%20Form.docx)
	+ [Finals Petition Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Finals%20Petition%20Form.docx) – Done
	+ [Grade Appeal](https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf)
	+ [Incomplete Grade Policy and Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Incomplete%20Grade%20Policy%20and%20Form.pdf)
	+ [Instructional Evaluation Form Process](https://docs.bartonccc.edu/iss/documents/faculty/InstructionalEvalProcess.docx)
	+ [Mileage Form](https://docs.bartonccc.edu/iss/documents/faculty/mileage-form-update.pdf)
	+ [Online Course Development Agreement](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Online%20Course%20Development%20Agreement.docx)
	+ [Proctoring Services](https://docs.bartonccc.edu/iss/documents/faculty/proctor_request_form.pdf)
	+ [Release Form](https://docs.bartonccc.edu/iss/documents/faculty/Release.pdf)
	+ [Routing Cover Sheet](https://docs.bartonccc.edu/iss/documents/forms/Routing%20Cover%20Sheet.docx)
	+ [Time Log Form](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Time%20Log%20Form.docx)
* **New Topics**
	+ Guidelines/Checklists (Final Review)
		- Face-to Face, OER Face-to-Face, Online, and OER Online
		- Brian recommends pulling first steps off the face-to-face documents – everyone agrees to pull these steps off
		- Consider having faculty council review after Dean’s Council has complete their review
	+ Instructional Reviews – Plans for 2025
		- Suspended for this year; start again next fall
		- Meet monthly through July, twice a month in August and September
	+ Artificial Intelligence Professional Development
		- Academic Integrity Council
		- Faculty Survey (Simmons)
		- Council’s Thoughts
	+ Academic Integrity VP Letters
	+ Run, Hide, Fight Training
	+ Strategic Planning Wishlist
	+ Course Dog/Course Leaf/Modern Campus
		- Demos coming in February
		- Curriculum/catalog, academic scheduling/analytics, assessment, registration modules
	+ Adobe Sign – get with Brooke Cook and Renee Demel for training
	+ Faculty credentials exceptions tracking – Kathy’s areas are going to use Expiration Reminder to track those exceptions
	+ Military friendly school designation for 2025-2026 – Kurt is working on

Reminder:* FY 25 (2024-2025) Goals
	+ Deadlines: October 1, December 1, February 1, and April 1
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| **FY 25/Academic Year 2024-2025 Instructional Goals****Maximize Instruction’s service to the College and its mission.*** HLC Criterion 5.A, 5.C
* Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness

**Project Priorities:*** Participation on college committees.
* Persist with continuity planning across the instructional system
* Inventory college processes via the Programs, Topics, and Processes committee

**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

**Project Priorities:*** Provide faculty training and support from the point of course design to class modifications
* Encourage opportunities for faculty collaboration
* Incorporate instructional standards into faculty orientation
* Launch an ADA college committee to ensure compliance across the instructional system
* Expansion of college library system
* Implement artificial intelligence standards related to the classroom

**Use data to guide decision-making.*** HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C
* Barton Core Priority Emphasize Institutional Effectiveness

**Project Priorities:*** Collaborate with Institutional Effectiveness to improve the data requests and analysis
* Inventory and research software options to support instructional and student service needs.
* Identify data collection and reporting functions to support KBOR initiatives

**Prioritize student success initiatives.*** HLC 4.C
* Barton Core Priority Drive Student Success and Cultivate Community Engagement

**Project Priorities:*** Enrollment management strategies
* Emphasis on faculty’s impact on retention
* Formalize the Academic Development Center’s coaching processes
* Identify and implement student socialization strategies

**Support Barton’s culture of innovation.*** HLC Criterion 3.A, 3.B
* Barton Core Priorities Drive Student Success and Cultivate Community Engagement

**Project Priorities:*** Research and implement programs and services
* Participate in grant and fundraising opportunities
* Foster business, industry, and community partnerships
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| **Action Items:** |  |

**Next Meeting – November 21 at 1:30 pm**