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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 X  Absent 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 | | | | | | | | | |  |
| **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(Modified).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 | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

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