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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, November 21, 2024 |
| Time | 1:30 – 3:30 p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Dee Ann Smith |
| Team members | Present XAbsent O |
| X | Brian Howe | X  | Kathy Kottas |  X | Claudia Mather |  X | Kurt Teal |
| X | Angie Maddy |  |  |  |  |  |  |
| Guests |
| X |  Myrna Perkins | X  | Maggie Harris |  |  |  |  |
| Topics/Notes |  |
| **Programs of Study (Guests: Myrna, & Maggie)****Email Sent 11/17 AM**Step #1: Myrna, Lori & Sarah are working to identify the following; draft will be shared at PTP on December 4th* Any new and/or modifications of programming (program type, Promise Act and Location) that has not been manually added to the table – tab #2.
* CIP codes need to be added to meet audit requirements (tab #2)
* Programming weeks – for certificate programs and EMS need to be added to meet audit requirements (tab #2)

Step #2: <https://www.bartonccc.edu/degrees-programs>List View/Table ViewDo we maintain the two tab approach to the Program of Study webpage, orDo want separate webpages?And, what about titles?List view is a shopping list for students on what is available at Barton. The table view is a requirement for compliance, required consumer disclosure and auditing. Is it the best course of action to have these on the same webpage? The table view needs to be pointed at least pointed from the Consumer Information Page. The consumer information page has information that has to be disclosed to the students annually. Need both but maybe not in the same area. Only list programs once and not multiple times.Come to an agreement that we will have a webpage of shopping and webpage of compliance coming from the consumer page and the shopping list will it is currently located.Step #3:Areas of Interest tab.  Instruction is going to assume a project in the New Year with this section – reviewing each area listed and deciding IF we will maintain each area with a webpage of its own and a degree map, combined webpages and degree maps or removal from the list. After the first of the year, we will go through all of the shopping list areas to make decisions on whether they should still be on the list. Have conversations on whether or not we are going to: 1) Sell it; then decide if it gets its own webpage and if it does it must have a degree map. Everything has to coordinate and match. We will keep Communications and Admissions informed of our work and be sure to compare to majors on the Admissions Application.Step #4:There is also a standard template forthcoming from Communications that we will use to update the content on all program webpages.Maggie will provide a template for narrative. We will look at every webpage and make any changes and information into bullet for Maggie and her team to write. Want completed by Christmas 2025. Elaine will be involved in the process. **Concussion Management – email sent 11/12 AM**Discussion on concussion management document that was provided by Kelsey Feist, Athletic Director. Angie reported that Disability Services would treat the student with a concussion, we would approach just as we would any kind of accommodation what documentation do you have and what is your medical provider leading us. Student to reach out to a teacher or Disability Services, etc. Will need to come from the non-athletic student. Would be helpful if the Athletic Department would go through the Disability Services when an incident happens and student needs accommodation.Action: Angie will check with Penny on if she is involved with athletic department and where Nolan stands with the process.**Finals Procedure/Early Finals Form/CC Finals Schedule/Moving Forward – email sent 11/19 PM & 11/20 PM**Several (20 so far) students asking for early finals. Finals week is not counted when building in the contact hours – so to the last Friday before finals. Every community college in the state of Kansas has a finals week. Discussed the notification process, especially when several faculty members have to sign. Elaine updated form so now the ED and a place for the Dean to sign and lines for comments. **Strategic Planning Document – email sent 11/20 PM**#2 Strategic Plan Discussion – one-year planDiscussion on changes and recommendations to be made.**Instruction’s Strategic Planning (FY 26)**The group feels we are more lined up now than in the past. Notice will be sent at the beginning of December with the deadline. Go through the process with your teams, and I will bring it back in. Elaine will meet with Mark and Renee to see if there is any money for technology and then we will go from there.**ENDS Statement/Indicators Review**Brian and Kathy – look at Ends One, and if you have any recommendations on the statement or the indicators, I would like to have them. Kathy – I would like you to do that for Ends Two. Kathy & Kurt – I need you to do it for Ends Five and Ends Six. Please get those to me by Friday, December 13th.**Title III – Emails sent 11/20 PM**I had the Title III Grant in 2010-14 and got just shy of one million over that five-year period, submitted in 2018 and not funded. Title III Grant opportunity and it is due in May 2025. Please think this over about needs and initiatives or ideas and send to Elaine.  **Customer Service Committee**Have about five individuals interested. Would be used for training, mystery shopping, staff handbook-maybe. Talk about it in the cabinet and will have a brainstorming session, and if enough interest is pulled together in later 2025, Jenna Wornkey will run it.**On-Boarding/Off-Boarding**Jenna and Claudia have an enhancement of On-Boarding and now also will Off-Boarding.**Programs Priority Promotions**Discussion on Maggie’s list of Program Priority promotions that runs through July 2025. Plenty of google ads for all the programs if there is money. |  |
| **Follow-up Topics*** **Evaluations/Appraisals –** January 3, 2025 is next deadline
	+ Staff – Anniversary Month (Ongoing)
	+ 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 – complete and will be going on soon.

Will put everything on the supervisor. * + #2481 – Faculty Evaluation Process
* **Upcoming Meetings**
	+ November 25 – President’s Cabinet Meeting
	+ November 25 – Program Alignment Verification Project
	+ November 25 – Procedure Work Group
	+ November 26 – Board of Trustees Meeting
	+ November 27 – Thanksgiving Break through the 29th
	+ December 2 – Scholarship Focus Group
	+ December 2 – President’s Cabinet Meeting
	+ December 2 - Golden Key (Federal HR) Continued Discussion
	+ December 3 - New Partner Tour – Great Bend with Dr. Garstecki
	+ December 4 – PTP Meeting
	+ December 4 – BAASC Meeting
	+ December 4 – Instructional Council Meeting
	+ December 4 – Lyons Meet & Greet with Dr. Garstecki
	+ December 4 – Student Recital 3 – Chapel
	+ December 5 – Chamber Coffee/Ribbon Cutting for Ambulance Simulator

 and CJ VR* + December 5 – VP3 Meeting
	+ December 5 – Strategic Planning Workgroup
	+ December 5 – TEA Program/Curriculum Committee Meeting
	+ December 5 – Holiday Concert
	+ December 6 – Elaine on Vacation
	+ December 9 – President’s Cabinet
	+ December 9 – Instructional Standard Meeting
	+ December 9 – Micro-Credentialing Meeting
	+ December 9 – Community Choir Concert
	+ December 10 – State Enrollment/Micro-Credentialing
	+ December 10 – Coaches Contract/Teaching Meeting
	+ December 10 – Board Study Session/Board of Trustees Meeting
	+ December 11 – Kansas Future Teachers Academy
	+ December 11 – VP Holiday Gathering
	+ December 12 – New Partner Tour – Ellinwood
	+ December 12 – OAC
	+ December 12 – Barton Employee Reception (Barton County Campus)
	+ December 13 – Ugly Sweater Day
	+ December 13 – Procedure Work Group
	+ December 16-18 - VP of Instruction Office Closed for Painting;

 working remote* + December 16 – President’s Staff Meeting
	+ December 17 – Instructional Standard Meeting
	+ December 18 – SCOCAO/COCA Meeting
	+ December 18 – BAASC Meeting
	+ December 18 – Elaine Vacation PM
	+ December 19, 2024 – January 1, 2025 – Campus Closed
	+ January 2, 2025 – BAASC Virtual Meeting
	+ January 3 – Cougar TALEs
	+ January 6 – President’s Cabinet
	+ January 6 – Instructional Review Committee
	+ January 7 – Spring 2025 Barton County Campus Classes Begin
	+ January 7 – Academic Calendar & Scheduling
	+ January 7 – Summer Career Academies
	+ January 8 – Dean’s Council Meeting
	+ January 8 – LICC
	+ January 14 – VP Simmons Surgery – (January 14 – 28 off-campus; January 29-February 12 on-campus mornings only)
* **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)

**Dean Reports**Dean’s gave updates and reports.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 – January 8, 2025 at 1:30 pm**