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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Tuesday, August 27, 2024 |
| Time | 1:00-2:00p.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 |
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| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct Faculty (summer) – August 23rd
		- Compare your lists with Sarah Riegel

 Sent the new year chart. For November 7th – Kurt has no assignment. Brian and Kathy- just classroom visits with the exception for the ones  Brian added (3) to the only one listed (4 rotators). Remember to tell your  Executive Directors that the classroom visits need to be added to agile.  Sarah or I need to be notified when those visits are done, so we can check  because it does not come into my queue for the fall except for the rotators. Adjunct Fall is due January 3rd. * **Policies & Procedures**
	+ Fall 2024 – Begin Procedure Review
	+ Procedure #2511 – Grade & Attendance – adjusted languageSent first round of edits to Lori – approved with more questions, approved the second round with the change of three business days instead of three calendar days. Early grade requests discussion – not a different rule for online, everyone is the same.

Leave as Early Grades are not permitted. Process updated procedure through HR and then pass out to all faculty when done.* + Procedure #2615 – Student Problem Resolution – adjusted language – Will be under review starting on the 4th with our work group. Dr. Garstecki would like it to be tightened up.

Continue to work on our Academic Integrity letters and have the council revisit a large list of options. * **Upcoming Meetings**
	+ September 3 – Welding Advisory Board Meeting
	+ September 3 – Instructional Standards
	+ September 3 – Partnership Meeting with Golden Key Group
	+ September 4 – BAASC Virtual Meeting
	+ September 4 – Procedure Work Group
	+ September 6 – Fort Hays Trip – Dr. Garstecki & Elaine
	+ September 9 – Dr. Garstecki meets with Fort Riley Leadership
	+ September 9 – Faculty Council Meeting
	+ September 10 – Board Study Session
	+ September 10 – Barton Transfer Fair – Student Union (11-1)
	+ September 11 – Online President’s Listening Tour Claudia, Kurt, and Brian can help.
	+ September 11 – Accreditation Committee Meeting
	+ September 11 – LICC
	+ September 12 – Program/Curriculum Meeting
	+ September 12 – KCCHE Officer Meeting
	+ September 12 – OAC Meeting
	+ September 16 – President’s Staff Meeting
	+ September 16 - Dean’s Council Meeting
	+ September 16 – Academic Integrity Council
	+ September 17 – The Center Listening Tour (Garstecki)
	+ September 18 – Plumbing Advisory Board Meeting
	+ September 18 – SCOCAO/COCAO Meeting
	+ September 18 – BAASC Meeting
	+ September 18 – Center for Learning Excellence Open House (1-4)
	+ September 18 – KCCHE Steering Committee
	+ September 19 – Mental Health Coursework Development Meeting
	+ September 23 – Instructional Review Briefing Meeting
	+ September 24 – Board of Trustees Meeting
	+ September 25 – Dr. Garstecki – ECF with Warden Langford
	+ September 25 – BASICS Online Meeting
	+ September 25 – Instructional Standards
	+ September 26 - WTCE Listening Tour (Garstecki)
	+ September 26 – TEA Meeting
	+ September 26 – Procedure Work Group
	+ September 27 – Information Technology Advisory Board Meeting
	+ September 27 – FUEL Partnership Meeting
* **Competency Based Education/Correspondence Courses – Mather**

Meeting with Myrna tomorrow.* **Continuity Books**
* **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/CAM/Executive%20Summary%20Template.docx)
* [CAM Phase Zero Program Development Template](https://docs.bartonccc.edu/iss/documents/CAM/Phase%20Zero%20Program%20Development%20Template.docx)
* [CAM Phase Zero Program Development Template (Modified)](https://docs.bartonccc.edu/iss/documents/CAM/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**
	+ Foundation Auction Next fall would like to give some extra encouragement to see more attendance from the instructional side. Remember what it is about -student scholarships and encourage individuals to come. Believe we were about 20 percent up in revenues from last year’s auction.
	+ Name Tags
	+ Dress Code Procedure

Dr. Kottas on the workgroup. Brian if you don’t want to be on workgroup, check to see if one of your ED would be. Kurt does not want anyone from his area to be on the group. Claudia is fine with not being on the committee. * + Strategic Plans
		- Tech Grant

There is a tech grant from KBOR and pulled out everyone’s strategic plans and found one item under Kathy that might be eligible. Please let Elaine know by the end of the week if you have ideas. * + FR Deployment
	+ Program Promotion Priorities
	+ Grade Reporting – Email Previously Sent (July 29)
	+ ADA Committee: Claudia, Lee, Megan, Jenn, Jo, Paulia, Jennifer Christiansen, HR, Facilities, IT, Communications, CTE Faculty?, FR/FL/GVP? Added Christian Rivas from WTCE, Kurt does not want anyone from his area.
		- All from the Beginning?

  Listening Tour – Barton Online Faculty* + - Original Model (7:00a.m./7:00p.m.)

 * + The Center for Learning Excellence Discussions
		- September Open House - September 18th, 1 to 4 pm, and will have a Zoom room available.
		- OER Process Document
		- Course Design Templates
		- Orientation Project
		- Center Welcome Letter – All Faculty

Claudia updated the OER Process Document. I will attach this to the updated OER email. OER groups will not be available until spring. * + FY 25 (2024-2025) Goals
		- Deadlines: October 1, December 1, February 1 and April 1

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| **Discussion:**Dr. Garstecki is reading webpages on the Barton website and has questions and thoughts. He is also looking over enrollment numbers.KBOR has released the identified math courses by discipline.Degree plans are currently under review and math adjustments need to be made.I'm hoping to visit with someone at FHSU who deals with dual credit. Discussion on High School Student Early Education courses. $50 for Partner online and $75 online. Promotion Priorities redo due the 29th – Kathy- done; need Kurt and Brian’s.Instructional Review Goals for 2022-24 and 2023-2025 are due on the 23rd.Angie gave an update on a meeting with herself, Maggie, Tana, and Dr. Garstecki about Enrollment RX. Rehiring an admission representative and hopeful to use the Enrollment RX for recruitment with this addition. We are looking at options to reconfigure this position so we can utilize the position for more RX enrollment.Claudia sent out email about the Academy and has already had nine nominations.**Action Items:*** + Need Kurt and Brian’s Advisory Board Meeting dates and times.
	+ Reminder – talk to advisory board members about artificial intelligence.

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**Next Meeting – September 16 at 2:00 pm**