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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Monday, September 16, 2024 |
| Time | 2:00 – 3:30 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 | Nick Larmer | | x | Renee Demel |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Student ID’s**   * 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 | | | | | | | | | | Renee Demel |
| **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   + Procedure #2511 – Grade & Attendance – adjusted language; email sent 8/26 – Done   + Procedures Academic Integrity, Student Problem Resolution, and Code of Conduct are Under Review   + New Readmissions Procedure to Support DoD Audit – Done   + Dress Code Procedure Workgroup – Meeting October 8 (Elaine, Brian, and Kathy) * **Upcoming Meetings**   + September 16 – Academic Integrity Council   + September 17 – The Center Listening Tour (Garstecki)   + September 17 – Mental Health Coursework Development Meeting   + September 18 – Plumbing Advisory Board Meeting   + September 18 – SCOCAO/COCAO Meeting   + September 18 – BAASC Meeting   + September 18 – Center for Learning Excellence Open House (1:00-4:00)   + September 18 – KCCHE Steering Committee (Baker)   + September 18 – Barton Orientation with NOX   + September 19 – Apprenticeship with Medicalodges (Kinsley)   + September 23 – Cabinet Meeting   + September 23 – Instructional Review Briefing Meeting   + September 24 – Adult Healthcare Advisory Board   + September 24 – Board of Trustees Meeting (ENDS #1)   + September 25 – Dr. Garstecki – ECF with Warden Langford   + September 25 – BASICS Online Meeting   + September 25 – Instructional Standards   + September 25 – Meet the President – Claflin   + 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   + September 28-October 6 – Elaine Vacation   + September 30 – Cabinet Meeting   + October 4 – Criminal Justice Advisory Board Meeting   + October 7 – Cabinet Meeting   + October 7 – Larned Correctional with Dr. Garstecki   + October 8 – EMS Advisory Board   + October 8 – Dress Code Procedure Meeting   + October 8 – Placeholder for KBOR meeting on Math Pathways   + October 8 – Board Study Session   + October 9 – PTP   + October 9 – Medical Assistant Advisory Board   + October 9 – B&I Meeting with Essex and Garstecki   + October 9 – LICC   + October 10 – Partnership Meeting with Pratt CC and Garstecki   + October 10 – Instructional Standards   + October 10 – Dean’s Council   + October 10 – Autumn Arts Concert   + October 10 – IGNITE Rural Business Competition * **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**   + WSU 2+2     - 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   + Rubrics     - Face-to Face, OER Face-to-Face, Online, and OER Online     - Kurt noticed some discrepancies; he will send a list to Claudia and Elaine     - Brian recommends pulling first steps off the face-to-face documents     - Consider having faculty council review after Dean’s Council has complete their review     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:**   * Kathy will work on the WSU 2+2 | | | | | | | | | |  |

**Next Meeting – October 10 at 2:00 pm**