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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 XAbsent 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%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**
	+ 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
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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:*** Kathy will work on the WSU 2+2
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**Next Meeting – October 10 at 2:00 pm**