|  |  |
| --- | --- |
| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, January 8, 2025 |
| Time | 1:30 – 3:30 p.m. |
| Location | Zoom |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + Adjunct Faculty (fall) – January 3rd – still reviewing   + Full-time Faculty – email forthcoming; deadline March 6th   + Compare your lists with Sarah Riegel; keep Sarah updated teaching assignments, etc. * **Policies & Procedures**   + Fall 2024 – Begin Procedure Review     - Procedures Academic Integrity, Student Problem Resolution, and Code of Conduct are Under Review – Dr. Garstecki will review first, then faculty council, then students, then HR     - Dress Code Procedure – 2nd reading at President’s Staff     - Finals Procedure – working on     - #2481 – Faculty Evaluation Process – working on * **Concussion Management**   + Action: Angie will check with Penny on if she is involved with athletic department and where Nolan stands with the process. * **Instruction’s Strategic Planning (FY 26) – Due February 3rd** * **BOL Orientation – Mather**   + Enroll all BOL students in the same orientation   + Serve as a resource – not a part of an online course   + Collaboration with Academic Development Center   **New Discussion**   * **Title III Ideas**   + Underprepared students   + Pipeline from admissions to enrollment   + Career navigator for students who don’t know what career they want   + Access to tutoring and library services at FR   + Advisement – large case load of our current advisors   + Data accuracy, data analysis   + Attracting and supporting adult learners   + Classroom facilities * **Programs of Study Project** * Step #1: Compliance Chart * Step #2: Shopping List – deadline April 30th   + Review each entry   + Decide if we will continue to offer “sell”   + If yes, will it be an individual webpage or combined webpage   + If yes, complete webpage and degree map   + If no, remove from list   + Update narratives on all webpages – Communication’s email   + Keep Admissions and Communications updated | | | | | | | | | |  |
| **Upcoming Meetings**   * + January 8 – LICC   + January 9 – Instructional Standards   + January 9 – New Employee Orientation Guide   + January 9 – PTP   + January 13 – President’s Cabinet Meeting   + January 13 – Attendance Situation Meeting   + January 13 – Academic Integrity Council Meeting   + January 13 – Faculty Council   + **January 14-31 – *VP Simmons Surgery – FMLA Leave (Off-Campus)***   + January 14 – Board Study Session   + January 15 – SCOCAO/COCA Meeting   + January 15 – BAASC Meeting   + January 16 – TEA Program/Curriculum Committee Meeting   + January 20 – MLK Day – Campus Closed   + January 21 – President’s Cabinet Meeting   + January 23 – VP3 Meeting - ??   + January 23 – President’s Forum   + January 27 – President’s Cabinet Meeting   + January 28 – Board of Trustees Meeting   + January 29 – BAASC Meeting   + January 30 – TEA Meeting   + **February 3-13 – *VP Simmons Returns to Campus (Half Days/AM)??***   + February 3 – President’s Cabinet Meeting   + February 3 – Strategic Planning Workgroup   + February 3 – Faculty Council   + February 4 – Coursedog Demonstration (F30/Zoom)   + February 6 – CourseLeaf (Zoom only)   + February 7 – VP3 Meeting   + February 10 – President’s Cabinet Meeting   + February 11 – PTP   + February 11 – Board Study Session   + February 12 – SCOCAO/COCA Meeting   + February 12 – BAASC Meeting   + February 12 – Accreditation Meeting   + February 12 – LICC   + February 13 – Instructional Review Meeting   + February 13 – TEA Program/Curriculum Meeting   + February 14 – Junior Day   + February 17 – Instructional Standard Meeting   + February 17 – Executive Leadership with President’s Staff   + February 18 – Modern Campus Demo   + February 19 – Student Problem Resolutions in Maxient   + February 19 – Instructional Council   + February 20 – VP3 Meeting   + February 20 – OAC   + February 24 – President’s Cabinet Meeting   + February 24 – Academic Integrity Council Meeting   + February 25 – Board of Trustees Meeting   + February 26 – BAASC Virtual Meetings   + February 26 – Dean’s Council * **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)   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 – February 26, 2025, at 1:00 pm**