|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, February 26, 2025 |
| Time | 1:00 – 3:00 p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|   |   |   |   |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Full-time Faculty – email forthcoming; deadline March 6th
	+ Compare your lists with Sarah Riegel; keep Sarah updated teaching assignments, etc.

 Deadline is March 6th for Evaluation and appraisals.* **Policies & Procedures**
	+ Fall 2024 – Begin Procedure Review
		- Procedures Academic Integrity, Student Problem Resolution, and Code of Conduct are Under Review – submitted to Dr. GarsteckiIn discussion with Dr. Garstecki with questions on the above procedure reviews.
		- Finals Procedure
		- #2481 – Faculty Evaluation Process; Up for Second Reading
		- #2511 and #2530 – sent #2511 to work group last night

 New Federal Reg - Angie stated that they will be writing several new  policies/statements/procedures associated with the Stop Campus  Hazing Act that went into effect December 23, 2024. Certain parts of  it on our website by June 23 and fully implemented by  December 23, 2025. * **Instruction’s Strategic Planning (FY 26) – (Howe, Kottas and Ivey)**

VP Simmons discussed the importance of strategic planning and how it could possibly benefit your areas.* **Instruction’s Strategic Themes & Goals – Review Below**

College Strategic Themes and Goals will be rolled out by Dr. Garstecki soon.Dr. Garstecki will assign a goal to a person or group. (5 goals currently)Will discuss this at our summer retreat about his goals and ours.Discussion on what goals we have and where we stand with these goalswith the group. * **Student Orientation (Mather/Maddy)**

Angie updated on the new Student Orientation project that will be available online for all students for Fall 2025. Online orientation that is optional for all students. All locations will be included, and you can select a student’s location/type of student and what pertains to them. Will be available through their portal. The group will be here April 22, 23, and 24, filming and working on this project.* **Title III**

Discussion on Title III changes. There is some confusion about what has changed since the last meeting. Another Title III is set for tomorrow.* **Program Web Project – Due April 11th**

Project web project has been started.**New Discussions*** **eCampus/BOL Leadership (Mather)**

Barton Online will take over Fall 2025 for the on-ground and online bookstore. Faculty will be communicating with Erin for fall, and Brandy will take over after that, including book buybacks, etc.. Cecelia is available as needed, and also, there will be some items still available in the Bookstore, such as welding kits, etc. An upcoming meeting on access codes, etc., that will continue to be ordered and distributed through the Bookstore – more to come after the meeting. Will not send anything out until after the meeting. This will not impact Kurt’s area.* **2025-2026 Course Catalog – Due March 3rd**

VP Simmons went over the areas that need addressed and checked off those completed and what still needs to be completed.* **Faculty Handbook**

Anything from last year to this year that needs to be added, deleted, adjusted to the handbook. Dr. Kottas – would like to add to the Faculty Resource section information about Essential Skills. Currently no website but a course shell that has all the information is available. Angie believes we will probably have a webpage created soon for Orientation for Essential Skills.Kurt – A minor update is needed to the Grandview Plaza Entry on Page 5 – Kurt will send to VP Simmons. Brian – G3 and G4 will need some adjustment particularly concerning attendance requirements.* **Course Agreement Payment Process**

Updated last May 2024 – Discussion on if payment is given to an instructor building a second version of a course that is already built; accordingly would not be paid because it is not a new course creation. But it is a requirement, in VP Simmons's opinion, to meet the intent of what KBOR wants us to do. Discussion on whether the instructor should be paid if the instructor builds another version from scratch. Would like to have further discussion on whether payment should be given to an instructor for creating a second version – open for more discussion.After some research, Claudia found that faculty are paid if it is the same class already in existence and a new faculty member is starting from scratch – they are paid for redevelopment. * **Course Shells**
	+ Grade Reporting
	+ Student Messaging
	+ Student Surveys
	+ Assessment, Etc.

 Discussion on grade reports used by coaches. Not all instructors have a course  shell or use them. Would help if faculty would put their grades into Canvas and  not just put final grades in. Keeping a grade book in Canvas would definitely help. Corrections and Military currently cannot use Canvas. Lots of groups –  Trio, Academic Advisers, Academic Development as well as Coaches use this  report. VP Simmons reminded the group that it comes out weekly – so it is a  small amount of time and can change quickly. More discussion will come. |  |
| **Upcoming Meetings*** + February 27 – Instructional Standard Meeting
	+ February 27 – Title III Planning
	+ February 28 – WTCE Open House (11:30 a.m. – 1:00 p.m.)
	+ February 28 – IT Open House (2:00-4:00p.m.)
	+ March 3 – Cabinet Meeting
	+ March 3 – Barton County Campus Graduation Meeting
	+ March 3 – Textbooks, Access Codes, OER Meeting
	+ March 3 – Faculty Council Meeting

 Discussion on the DIA’s – Kara Brauer VP Simmons would like to select just 1 to 2 winners in the  Future. Angie added there will be a Distinguished Alumni this year. Not sure who will speak this year at Graduation.* + March 5 – Customer Service Meeting
	+ March 5 – Fall All Faculty Meeting Prep
	+ March 5 – Flute Recital (5 – 6 p.m.)
	+ March 6 – Title III
	+ March 6 – Offboarding Employee Guide
	+ March 10 – Cabinet Meeting
	+ March 10 - Instructional Standard Meeting
	+ March 10 – Maxient Training – Part II
	+ March 11 – Instructional Review Meeting
	+ March 11 – Board Study Session
	+ March 12 – SCOCAO/COCAO Meeting
	+ March 12 – Title III Meeting
	+ March 12 – BAASC Meeting
	+ March 12 – PTP
	+ March 12 – LICC
	+ March 13 – Instrumental Music Concert
	+ March 17 – President’s Staff Meeting
	+ March 18 – VP3 Meeting
	+ March 17 – 21 – Spring Break (Offices Closed - March 20 & 21)
	+ March 24 – Cabinet Meeting
	+ March 25 – Board of Trustees Meeting
	+ March 26 – Vortex Day
	+ March 26 – Instructional Standards
	+ March 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%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)

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 – March 31 at 3:00 pm**