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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Monday, March 31, 2025 |
| Time | 10:00 –11:30 a.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 |
| o  | Angie Maddy |  |  |  |  |  |  |
| Guests |
|   |   |   |   |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Spring Adjunct Faculty Evaluations – May 14th
		- Compare your lists with Sarah Riegel; keep Sarah updated on changes in teaching assignments, etc.
* **Policies & Procedures**
	+ Procedures Academic Integrity, Student Problem Resolution, and Code of Conduct are Under Review
	+ #2512 – Finals Procedure
	+ #2511 – Out for College Feedback
	+ #2530 – Out for Feedback (Deans/Executive Directors)
* **Scheduling Compliance Document** – there will be meetings for schedulers with the registrar to learn how to schedule
* **Student Orientation (Mather/Maddy)**
	+ Looking for student talent to do the scripts
	+ April 22-25 filming for new orientation
* **Title III** – on-going meetings
* **Instructional Standards – Classroom Visit Forms/Agile Themes (Faculty Council)** – haven’t heard back from Faculty Council
* **eCampus Update/Textbooks, Access Codes, & OER Meeting**
	+ Working on eCampus website with Samantha
* **Course Shells**

Discussion on grade reports used by coaches. Trio, Academic Advisors, and Academic Development also utilize grade reports. 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. Corrections and Military currently cannot use Canvas.* **Course Agreement Payment Process**

Updated last May 2024 – Discussed 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. * **Program Web Project – Due April 11th**

* + Brian created a form for his areas to fill out – he shared with the group in the chat

**New Discussions*** **ADA Initiative**
	+ Elaine met with Claudia, Lee, and Megan; worked on the process and timeframe
* **2025-2026 Course Catalog Responsibilities**

* + Went through the whole chart and updated it; Elaine will send to Alicia Otto
* **Articulation Agreement Procedure & Process**

<https://www.bartonccc.edu/transfer/articulationagreements>* + Consider removing this procedure – too operational
	+ Elaine is checking with Angie and Lori to see if the college has a transfer and articulation procedure
	+ Write a working paper with the steps for 2+2’s: what program 2+2 represents, what is the arrangement, who is the contact person, etc.
	+ Update website
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| **Upcoming Meetings*** + April 1 – Modern Campus Registration Demo
	+ April 1 – Title III Meeting
	+ April 2 – Textbooks, Access Codes, and OER Meeting
	+ April 2 – Fall All Faculty Meeting Prep
	+ April 2 – Spring Student Recital 1
	+ April 3 – Learning Celebration – Larned
	+ April 4 – Dean of Academics Interviews
	+ April 4 – Collaboration Concert “Faure Requiem”
	+ April 7 – President’s Cabinet Meeting
	+ April 7 – Promotional Priorities Meeting
	+ April 7 – Title III Meeting
	+ April 7 – Academic Integrity Meeting
	+ April 7 – Faculty Council Meeting
	+ April 8 – Army National Guard Blackhawk Helicopter Event
	+ April 8 – Advisement Day
	+ April 8 – Board Study Session
	+ April 9 – PTP
	+ April 9 – Customer Service Committee Meeting
	+ April 9 – Offboarding Employee Guide
	+ April 9 – LICC
	+ April 10 – TEA Program/Curriculum Committee Meeting
	+ April 11 – PTK Ceremony – Topeka
	+ April 11 – Guest Artist Series – Chapel
	+ April 14 – Title III Meeting
	+ April 14 – Instructional Standards Meeting
	+ April 15 – Military Articulation Meeting
	+ April 15 – Claudia & Team @ FL
	+ April 16 – Claudia & Team @ FR
	+ April 16 – SCOCAO/COCAO Meeting
	+ April 16 – BAASC Meeting
	+ April 16 – KCCHE Steering Committee Meeting
	+ April 16 – Spring Student Recital 2
	+ April 17 – VP3 Meeting
	+ April 17 – Accreditation Committee Meeting
	+ April 18 – Good Friday – Barton Campus Closed
	+ April 21 – Easter Monday – Barton Campus Closed
	+ April 21 – KCIA Meeting
	+ April 22 – President’s Staff Meeting
	+ April 22 – Instructional Review Meeting
	+ April 22 – Non-Credit Programming Meeting
	+ April 22 – Board of Trustees Meeting
	+ April 23 – Video Production Days for Orientation thru April 25th
	+ April 23 – Title III Meeting
	+ April 23 – OAC
	+ April 24 – TEA Meeting
	+ April 24 – President’s Forum
	+ April 25 – AI Higher Education Conference – Salina
	+ April 28 – President’s Cabinet Meeting
	+ April 29 – Dr. Garstecki & VP Simmons @ FR
	+ April 29 – Assessment Institute Graduation
	+ April 30 – Instructional Standards Meeting
	+ April 30 – Title III Meeting
	+ April 30 – BAASC Virtual Meetings
	+ April 30 – Dean’s Council
	+ April 30 – Spring Student Recital 3
* **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**

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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:** |  |

**Next Meeting – April 30th at 1:00 pm**