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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, April 30, 2025 |
| Time | 1:00 –2:30 p.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 |
| X  | Angie Maddy |  |  |  |  |  |  |
| Guests |
|   |   |   |   |  |  |  |  |
| Topics/Notes |  |
| **Vice President of Instruction Notes*** The President of the United States has been signing executive orders.

Kansas has a law that undocumented students can pay in-state tuition if they graduate from a Kansas high school, Angie believes. The executive order will no longer allow this to happen. * Truck Driving EO – Mary Foley says that the written test is offered in Spanish and English, so it is believed that the next thing that could happen will be that they take away the Spanish test, afraid that it might be next. The driving part is in English because you must read the road signs, but sometimes the students would like the driving test to be in Spanish.
* Several Barton instructors went to the AI conference in Salina and received good information. Discussion on what a speaker talked about teaching for Corrections was shared, and the incorrect teaching.
* Gave information on the KBOR meeting about the Military information question and that the Colby Community College President, Seth Carter, spoke about Barton sharing misinformation.
* Dr. Garstecki and Elaine went to Fort Riley to discuss our partnership with the fort. Beginning talks about bringing scales to the fort. First unit of deployment rolls out in June. Communications is working on a package of information to give to those who are being deployed.

**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 – Meeting was set for May 22 @ 9am
	+ #2512 – Finals (complete)
	+ #2530 – Course Attendance (complete)
	+ #2511 - Attendance & Grade Reporting (President’s Staff)

Question: If a faculty chooses to take attendance as a part of an institution that doesn’t require it, can they use it in conjunction with a grade, and is it ok to collect that to have available when they’re not available in the case of a problem resolution? – VP will get answers about this.* **Scheduling Compliance Document**
* **Title III** – on-going meetings
* **Instructional Standards**
	+ Classroom Visit Forms
	+ Agile Themes
* **Textbooks, Access Codes, & OER Meeting**Discussion on Access Codes and a meeting will follow.
* **Course Shell Project – Due 4/30**
* **KCOG Information – Due 4/30**
* **Program Web Project**
	+ Feedback from Communications
	+ SEO Discussions

 Will be put on PTP and let her know if anything changes on your  pages.**New Discussions*** **Assessment Institute**

Discussion on participants for 2025-26 for the Assessment Institute. Myrna will be auditing. Brian has: Denise Williams, Marsha Williams, and Kelly Ann Bonnell; Kathy had Kelly Ann and will let you know later as well as Kurt.* **ADA Initiative**

Draft number two in your agenda. Cougar Tales session on this assignment in August. April 24, 2026, deadline is a real thing, but believe that it is first and foremost about websites – Claudia - digital content is the main thing. Any feedback for a meeting tomorrow? Claudia – We have Ally, institutionally, we are doing really, really well. Like our classes to be 90 percent or above – all classes in canvas. Will keep you posted on the draft.* **Generative Artificial Intelligence Syllabi Statements**

Goes into the notes section of the syllabi. If you roll over the syllabus they would still need to edit and should be in the notes section. Just one way for faculty to communicate this to their students. Will try in Fall 2025.* **2025-2026 Course Catalog Responsibilities**
	+ Updates Sent to Alicia 4/8/25

Discussed the three software programs that had a demos. Right now, there is no money to purchase, and I am still waiting on references. Might be able to be part of the Title III grant. * **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/New Form Coming

 Working on a short form. Anytime we decide to do a 2+2, it will trigger a short form.* Retreat – July 30
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| **Upcoming Meetings*** + April 30 – Spring Student Recital 3
	+ May 1 – ADA Project/Process Meeting
	+ May 2 – Instructional Excellence Academy (IEA) Graduation Ceremony
	+ May 2 – Moving in the Heartland Dance Festival
	+ May 3 – Moving in the Heartland Dance Festival
	+ May 5 – President’s Cabinet Meeting
	+ May 5 – Faculty Council Meeting
	+ May 6 – Ellsworth County Medical Center Meeting
	+ May 6 – Textbooks, Access Codes & OER Meeting
	+ May 6 – Music Endowment Concert
	+ May 7 – Title III Meeting
	+ May 7 – Pawnee Valley Hospital Meeting
	+ May 8 – Fall All Faculty Meeting Prep
	+ May 8 – Instructional Council Meeting
	+ May 8 – Communications Plan for Course Resources Meeting
	+ May 9 – Barton County Campus Commencement (7 pm)

 MLT Pinning – 10 am Nursing Pinning – 2:30 pm  Paramedic Cording – 4pm* + May 12 – President’s Cabinet Meeting
	+ May 12 – FHSU Meeting
	+ May 12 – Title III Meeting
	+ May 13 – VP3 Meeting
	+ May 13 – Instructional Review Meeting
	+ May 13 – OSHA Partnership Meeting
	+ May 13 – Board Study Session
	+ May 14 – SCOCAO/COCAO Meeting
	+ May 14 – BAASC Meeting
	+ May 14 – PTP Meeting
	+ May 14 – LICC Meeting
	+ May 15 – TEA Program/Curriculum Committee Meeting
	+ May 16 – PTK Ceremony/Fort Riley Graduation
	+ May 19 – President's Cabinet Meeting
	+ May 19 – Meeting with City of GB Visitors Director
	+ May 19 – Academic Integrity Council Meeting
	+ May 20 – Fort Leavenworth Graduation
	+ May 21 – Leadership Institute Revision Committee Meeting
	+ May 21 – 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 - Done
	+ [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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| **Discussion Items:**Discussion brought up by VP Simmons on changing the name for Easter Break, and would like to get Veterans’ Day off. Brian brought up a couple of discussion items he has come across lately asking for any maximum course approval situation maybe because of pre-requisites. Maybe a handful of students, wanting to go above the hours and eliminate the pre-req. Now it seems to be mixed into the maximum course thing. Having to really watch it and can approve the hours, but not the pre-requisites. Dr. Kottas has had about 4 or 5.**Action Items:** |  |

**Next Meeting – May 21 at 1:00 pm**