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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, May 29, 2025 |
| Time | 1:00 – 2:30 p.m. |
| Location | Zoom |

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| 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 | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + Summer Adjunct Faculty Evaluations – August 22nd     - Compare your lists with Sarah Riegel; keep Sarah updated on changes in teaching assignments, etc.     - New Classroom Visitation Forms Effective Summer 2025   + Fall 2025 Full-Time Faculty Evaluations     - Updated Agile Form – Met with Jenna and Sarah * **Policies & Procedures**   + Procedures Academic Integrity and Code of Conduct are Under Review   + #2530 – Course Attendance (complete, but waiting to share until #2511 is complete)   + #2511 – Attendance & Grade Reporting (President’s Staff)   + #2525 – College to University Articulation Agreements      * + - Elaine is suggesting we have a guideline document and form for 2+2 agreements instead of a college procedure     - Review guidelines document and give Elaine feedback by June 10 * **Non-Attendance Taking Institution**   Question to Myrna: if a faculty member chooses to utilize attendance as an element of their grading despite the College’s position as a non-attendance taking institution, can we (faculty supervisors) ask the faculty for the attendance information at the conclusion of the coursework?  This has been our practice since sometimes a faculty member is not available and if a grade appeal occurs, we have documentation. (Elaine)  I don’t think it would be an issue for the following reasons: (Myrna)   * This isn’t being collected for all instructors. * This isn’t being recorded in Banner. * **Generative Artificial Intelligence Syllabi Statements**      * **Assessment Institute – Class of 2025-2026**   + Denise Williams   + Marcia Wiliams   + KellyAnn Bonnell   + Myrna Perkins   + Joshua Nuss   + Mike Noer   + Carla Dietz      * **Program Web Project**    + Any feedback from the work done so far? Let Communications know if you have any feedback ASAP. * **Dean’s Council Retreat – July 30th; Wilson, Kansas (Midland)**     **New Discussions**   * **Alternative Work Location Agreements** – HR deadline is June 24th * **FHSU Day @ Barton Community College**   + A day this fall where faculty and student services staff from FHSU would come to Barton   + FHSU faculty would be a guest speaker in the Barton course * **Course Shells – Benefits of Use** * Student documentation (assignment submissions, academic integrity) * Use of technology (academic integrity tools, H5P, YuJa) * Resource storage/use (digital textbooks, PDFs) * File sharing (between faculty-students and faculty-faculty) * ADA (immersive reader) * Access codes * Grade reports (attendance if applicable) * Consistency between courses and modalities * Opportunity to offer varied learning materials and activities/assessments * Urgent communication through the Announcement feature in Canvas * Minimum standards for required use of a course shell – give Elaine feedback by June 12 * **ADA Initiative**      * + This would be for courses with shells and digital content   + Start with the classes that have the lowest score through the software   + Need to determine what the low score threshold would be | | | | | | | | | |  |
| **Upcoming Meetings**   * June 2 – President’s Cabinet Meeting * June 2 – Fall All Fac Meeting Prep * June 4 – Off-Boarding/Blue Team Forms/Security Meeting * June 5 – Webinar: Update to New Program Proposal Form * June 5 – Leadership Revision Committee Meeting * June 9 – Golden Key Partner Retreat (A113) * June 10 – PTP Meeting * June 10 – Leadership Institute Revision Meeting * June 10 – Board Study Session * June 11 – SCOCAO/COCAO Meeting * June 11 – BAASC Meeting * June 11 – Instructional Review Meeting * June 11 – Communications Plan for Course Resources Meeting * June 11 – LICC * June 16 – President’s Cabinet Meeting * June 16-23 – Elaine Vacation * June 18 – Library Ambassador Meeting * June 23 – President’s Cabinet Meeting * June 24 – KBOR Data Conference * June 24 – Customer Service Meeting * June 24 – Board of Trustees Meeting * June 25 – Offboarding Employee Guide * June 26 – Student Fees Discussion * June 26 – KDOC Quarterly Meeting * June 26 – VP3 Meeting * June 30 – Barton/Pawnee Valley Hospital Visit * July 2 – VP3 Meeting * July 7 – President’s Cabinet * July 7 – Fall All Faculty Meeting Prep * July 8 – Board Study Session * July 9 – PTP * July 9 – LICC * July 10 – VP3 Meeting * July 14 – 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) – Done * [Classroom Visitation Form Online](https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Classroom%20Visit%20Form%20Online.docx) – Done * [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) | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meeting – July 14 at 1:00 pm**