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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 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)
	+ 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
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| **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%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) – 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)
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| **Action Items:** |  |

**Next Meeting – July 14 at 1:00 pm**