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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting Minutes |
| Month | Monday, July 14, 2025 |
| Time | 1:00 – 3:00 p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Dee Ann Smith | | |
| Team members | | | | | | | | | Present X  Absent O | |
| X | Stephanie Joiner | | X | Kathy Kottas | X | Claudia Mather | | | X | Kurt Teal |
| X | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + Summer Adjunct Faculty Evaluations – August 22nd     1. Compare your lists with Sarah Riegel; keep Sarah updated on changes in teaching assignments, etc.     2. New Classroom Visitation Forms Effective Summer 2025 * Out on the web, or you can get them from Sarah.   + Fall 2025 Full-Time Faculty Evaluations     1. Updated Agile Form – Met with Jenna and Sarah      * Review Comments: Kurt – No questions, comments or concerns * Stephanie – Everything crosses over and there * Kathy – Will send comments by the end of the week. * **Policies & Procedures**   + Procedures Academic Integrity and Code of Conduct are Under Review   + #2525 – College to University Articulation Agreements – Discontinued      * Discussion on 2 + 2 and how much they are used, except for  K-State’s Dietary Manager/Dietetics. VP believes it is a well-functioning agreement and has had several students go through that since 2003. Have other agreements that VP is convinced that other agreements have never been used.   + - 1. Got rid of the procedure.       2. Put together the above documents with Mary Doyle, Lori Crowther, and various folks and look through the guidelines. * For new and current agreements. Will be contacts for every agreement - one on the Barton side and one on the University Side.   + - Work with Samantha for a better webpage for this information.     - Discussion was done on the new changes, processes and how to move forward. More discussion will follow. * **Generative Artificial Intelligence Syllabi Statements**      * Please remind the faculty for their fall courses on how they are going to manage AI, and that in their course template are three examples of narrative they might want to use. Faculty need to tell their students what is and isn’t allowed in their classes. New project with Microsoft and Barton – one of thirty institutions in the nation that offered an 18-month collaboration with Microsoft and AACC to discuss AI in education. Dr. Kottas and Renee Demel are the College’s leadership for this project and the College will receive $10,000 for participating. * **Assessment Institute – Class of 2025-2026**   + Denise Williams   + Marcia Wiliams   + KellyAnn Bonnell   + Myrna Perkins   + Joshua Nuss   + ~~Mike Noer~~   + Carla Dietz      * No new additions to the Assessment Institute Class of 2025-26. * **eCampus**      * Erin worked up an academic year schedule for reporting resource needs, so we can review it, make sure we are all good with it, and start promoting it to all our faculty. Erin provided a draft for Spring 26, Summer 26, and   Fall 26. Take some time with this and email VP Simmons by next Wednesday, July 23rd, with any concerns.   * **Program Web Project**    + Communications Indicates the Project is Mostly Done   + Please Review      * PTP Meeting – Maggie said, for all practical purposes, the program web page is complete. They still need to go back and fix the program language and places with the wording “associate in”.      * Discussion on what still needs to be addressed, especially with Dr. Kottas and Kurt’s area. Put your list together and send it to Maggie and cc: Elaine. * Discussion on moving forward with projects through Communications and timelines to get completed, and Marketing meeting group. * Are there any plans to make a System-Wide Transfer webpage? – Dr. Kottas brought up. VP Simmons believes that it should belong on the actual webpage with the program but also believes that a transfer web would be a good option. Discussion needs to continue to look at this. * **Dean’s Council Retreat – July 30th; Wilson, Kansas (Midland)**      * **New Discussions** * **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      * + Will have a separate meeting (September) scheduled with us together just to meet about course shells and really look at your thoughts and benefits. Going to be a 2025-26 project of discussion.   ***Feedback from the group***  ***Brian Howe***  Looking at your list, the minimum standards for me would be:   * Communicate with students through Canvas Inbox * Grades (and attendance) * Urgent communication through Canvas Inbox or Announcements * If a course uses Access codes, the linking to that material comes through the Canvas course   If the course shell is robust in such a way that files and resources are shared, then other minimum standards kick in for me:   * ADA compliance (immersive reader, alt text) * File sharing * Resource storage/use   The other items on the list you had on the agenda are not minimum standards for me, but I could be convinced.  ***Dr. Kottas*** I met with my ED’s, and we are providing the following information as minimum requirements for use of a Course Shell.  We are also providing potential “exceptions” to the use of a course shell.  Minimum Requirements:   * Grades * Attendance * Syllabus (automatically populated)   Potential Exceptions:   * Blackboard users in BASICS * High School/Dual Credit/CEP instructors * Short classes – 5 days or less * Internships, Field Experiences, etc.  – These programs/experiences submit time logs vs. attendance recoding. * CDL behind the wheel course – Similar to the last bullet (driving time)   ***Claudia Mather***  Below is the Center’s vote for minimum requirements for course shells:     * Syllabus * Grades * Announcements * Home page – introducing the faculty member, course materials, and possibly course schedule * Student communication via Canvas Inbox * **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 the low score threshold      * Claudia has sent an email (June 5) where there is the Center’s recommendation for how to launch and start this ADA review. Attached to that is a spreadsheet on low-scoring courses and high-scoring courses.   Claudia went over the spreadsheet – not very many low-scoring classes – good thing- anything below 90 percent is considered low-scoring, which is our benchmark.   * Pulled courses from Spring 2025. VP Simmons would like this to get started by mid-fall. Will contact those below 90 percent to set up a time to assist them in fixing the shell to be ADA compliant.      * Claudia to draft some language about the initiative and timelines. * Deans spend some time on the spreadsheets. * Look at Fall 2024 to Summer 2025. Dr. Joiner would like to require the Professional Development videos for faculty. * **Class Minimums**      * Discussion on making changes to class minimums. Barton County Campus class minimum is 8, and Fort Riley LSEC is 10. Kurt would like to add a BSEP minimum. For the Fort Riley night program, he would like to reduce that to 5; Fort Leavenworth LSEC is staying at 10, and Fort Leavenworth night down to 5. Kurt explained why he wanted to go down to 5 because they could not meet the 8 minimum. * A discussion was held on whether the course overload would be affected because of the minimum class changes and how it works for payment. * Will have a meeting to continue the discussion on the overload, prorate, and class minimums. | | | | | | | | | |  |
| * **Announcements** * RSVP to Amye about the Executive Leadership event on Monday. (Matt Connell will be in attendance – Vice Chair of Faculty Council in Brandon Steinert’s absence.) * Applying for a Rural Community College Engagement Grant. A grant with no money, but a grant with two years/18 months of consulting, resources, and assistance on marketing to the Adult Learners. * Letter of Concern mailed to the Secretary of Corrections because they have not met the contractual obligations. * Maybe having some in-house training on Spanish and ESOL. * Move-in day – August 15 & 16, 2025. Soccer and volleyball will come in before that. * Stephanie reported on Welcome Week for the on-campus students.   **Upcoming Meetings**   * July 14 – Academic Integrity Council * July 16 – PTK Discussion * July 16 – Instructional Review Mtg * July 16 – FLAC Discussion * July 17 – WEAMS Website Meeting * July 17 – Library Ambassador Program Mtg * July 17 – VP3 Mtg * July 21 – President’s Cabinet * July 21 – Executive Leadership Retreat * July 22 – Student Fees Discussion * July 22 – Customer Service Committee * July 22 – Board of Trustee Mtg * July 23 – Fort Leonard Wood Mtg * July 23 – KDOC Adult Ed Meeting * July 24 – Chamber Coffee – Foundation * July 24 – Offboarding Employee Guide Mtg * July 24 – Adult Education Audit Discussion * July 24 – VP3 Mtg * July 25 – Summer Hours End * July 28 – President’s Cabinet * July 28 – Customized Training – Ellinwood Hospital Mtg * July 30 – Dean’s Council Retreat – Midland Railroad Hotel & Restaurant * July 31 – Customized Training for Barton Employees (Spanish & ESOL) * July 31 – VP3 Mtg * August 4 – President’s Cabinet * August 4 – HCC Respiratory Care Signing * August 5 – Partner Planning Meeting * August 6 – PTP * August 7 – VP3 Mtg * August 7 – Instructional Review Mtg * August 7 – KDOR TEA Program/Curriculum Mtg * August 11 – President’s Cabinet * August 11 – Golden Key Partner Mtg * August 12 – Cougar TALEs – Welcome Back Breakfast * August 12 – Cougar TALEs – College Update * August 12 – School Hype – Ambassador Training with Angie * August 12 – Board Study Session * August 13 – Cougar TALEs Sessions * August 13 – LICC * August 14 – Cougar TALEs Sessions * August 14 – Library Ambassador Program Mtg * August 14 – KCCHE Officer’s Mtg * August 14 – VP3 Mtg * August 14 – All Faculty Mtg * August 15 – Cougar TALEs Sessions * August 18 – President’s Cabinet * August 18 – President’s Staff Meeting * August 18 – Barton Library Open House (3:30 – 5:00 pm) * August 19 – Customer Service Committee Mtg * August 19 – Barton Library Open House – Virtual (3:30 – 5:00 pm) * August 20 – Barton County Campus Classes Begin * August 20 – Instructional Review Mtg * August 20 – KCCHE Steering Committee Mtg * August 21 – TEA Meeting * August 21 – VP3 Mtg * August 25 – President’s Cabinet Mtg * August 25 – Instructional Council Mtg * August 25 – Academic Integrity Council * August 26 – Board of Trustee Mtg   **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 30 (Retreat)**