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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting Minutes |
| Month | Wednesday, August 27, 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 | 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)
	+ Fall Adjunct Faculty Evaluations – January 2nd
		- Compare your lists with Sarah Riegel; keep Sarah updated on evaluation changes.
		- Elaine and Sarah had to go through Watermark for IE and update information on bosses, deans, etc. Brand new process and submitted update to them. If you run across someone that is not yours let Elaine, Sarah and Angel know so it can be adjusted. Watermark will be adjusted every semester.
		- Stephanie has some issues getting into the Evaluation Tool Kit, hopefully resolved soon.
		- New Classroom Visitation Forms – Use updated forms
	+ Non-tenured Full-Time Faculty Fall Classroom Visits (Ineligible, 1st & 2nd year)
	+ Tenured Fall Full-Time Agile Evaluation with Classroom Visit (Rotation)
		- New Classroom Visitation Form
		- Updated Agile Form
		- Due November 5; let Elaine & Sarah know when classroom visits are completed for ineligible, 1st and 2nd year)
		- Updated Agile Form – Met with Jenna and Sarah

Compare list with Sarah. Let Sarah and Elaine know you did the classroom visit. Use new Agile forms. * **Policies & Procedures**
	+ Attendance & Grade Reporting – Officially a non-taking attendance institution, but faculty have permission and have the right to take attendance. Need to be familiar with Course Attendance Procedure.
	+ Verification Rosters or Attendance Rosters are done on the Barton County Campus for both Face-To-Face and Zoom. FR, FL and Barton Online have a different process.
	+ Course Attendance
	+ Academic Integrity
	+ Student Code of Conduct
	+ Student Problem Resolution
	+ Program Dismissal – Feedback from Faculty Council
	+ Forthcoming – Procedure Associated with Student Drug & Alcohol Screening
	+ Forthcoming Procedure – Signature Block and also Email backgrounds
* Pre-Testing – Discussion on whether instructors’ grade or don’t grade discussion

on pre-tests. Claudia will research this topic on whether grading and compare to post-test. Get points for completing the test.**Check-In Topics*** + eCampus – Opted out to buy the code but still could get access because it was embedded in the course.
	+ FLAC
		- Kristi wants to know who is FLACing and what; this will help her address errors. Discussion on FLACing – Stephanie created a map, if you schedule it, you FLAC. New changes are taking place in October. Don’t think we can give Kristi a guarantee cheat sheet. Can send an email to Kurt, Kathy and Stephanie and the person can reply to who it refers to.
	+ Syllabi – Artificial Intelligence Statements
	+ Program Web Pages – Requests for updates are in but not done yet. Elaine will check into it.
	+ Systemwide Associate Degrees
	+ ADA Initiative
	+ Credit for Prior Learning
	+ Non-Credit Programming – Please put in Banner
	+ Instructional Reviews - Form

**New Discussions*** **Cougar Pause Schedule 25-26**

**About Cougar Pause:**Now hosted by Shannon Stafford Towns, the show airs Mondays from **11:30 AM to 12:00 PM**.Please plan to arrive at the station by **11:25 AM**, where Shannon will greet you in the lobby.To help ensure a smooth broadcast, please email Shannon **4–5 talking points** at least one week prior to your scheduled appearance:📧 shannon.stafford@eaglemedia.netUpdated Schedule: [​xlsx icon Cougar Pause Schedule 25-26.xlsx](https://bartonccc.sharepoint.com/%3Ax%3A/s/BartonPRMarketing/EajHwOh5PdZKuO7JsGOgaXoBHSPA2Fq7Re79WKGb064JSQ?e=NjlNVf)* Personnel Discussion – Change in personnel responsibilities
* In House Spanish & ESOL Training
* Faculty Council – Elaine discussed her meeting.
	+ Distinguished Instructor Chair – Matt Connell
	+ Faculty One-Stop Page
	+ Communicating to Faculty
	+ Strategic Plan Communication
	+ Professional Development
	+ Resolutions (Supportive or Critical)
* Adult Learner Grant – Did not get the grant.
* Student Employment/Work Study Discussion
	+ Dr. Kottas had questions about whether they can rehire their students from last year if they are not eligible for work study. Elaine will check into this.
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| **Upcoming Meetings** * August 28 - VP3 Meeting
* September 1 – Labor Day
* September 2 – President’s Cabinet
* September 2 – Early Childhood Phase Zero Meeting
* September 3 – BAASC
* September 4 – Prison Education Program Prep Meeting
* September 4 – VP3 Meeting
* September 8 – President’s Cabinet
* September 8 – Fort Riley – PTK Induction Ceremony Discussion
* September 8 – Modern Campus Meeting
* September 8 – Faculty Council Meeting
* September 9 – Promotion Schedule Meeting
* September 9 – Board Study Session
* September 10 – PTP Meeting
* September 10 – Course Search Discussion
* September 10 – LICC
* September 11 – TEA Meeting
* September 11 – Instructional Review Meeting
* September 11 – VP3 Meeting
* September 12 – KCIA Quarterly Meeting
* September 12 – Assessment Institute Session
* September 12 – Shafer Art Gallery Reception (Friends & Acquaintances)
* September 15 – President’s Cabinet
* September 15 – President’s Staff Meeting
* September 17 – HLC PEP Meetings
* September 17 – OAC
* September 17 – VP 3 Meeting
* September 18 – HLC PEP ECF & LSCF Tours & Meetings
* September 19 – Leadership Institute
* September 22 – President’s Cabinet
* September 22 – Course Shells Discussion (Mtg 2)
* September 22 – 2025-2027 Instructional Review Workshop
* September 23 – FLAC Meeting
* September 23 – Class Minimums and Overload Discussion
* September 23 – Summer Camps 2026 Meeting
* September 23 – Board of Trustee Meeting
* September 24 – Dean’s Council Meeting
* September 24 – Customer Service Committee

**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 – September 24th at 1:00 pm**