# Barton Community College
# Dean's Council
# Team Charter

**Name of Team:** Dean's Council

**Context:**
Dean's Council represents all instructional areas including Academics, Barton Online, Grandview Plaza Technical Education & Military Outreach, Fort Riley Academic Programs, Fort Leavenworth Learning Services, and Workforce Training & Community Education. The Vice President represents Student Services.

**Purpose:**
The council exists to coordinate college-wide communication and collaboration pertinent to instructional matters. Members in conjunction with the Vice President of Instruction:

- recommend new and updated instructional policies and procedures
- manage new and updated instructional processes
- recommend and review areas of study
- lead events and activities to promote holistic awareness of instructional requirements and expectations
- promote the availability of professional development to support teaching and learning
- lead strategic planning to identify instructional priorities and goals
- Initiate instructional initiatives that support student learning
- work in conjunction with Faculty Council and Student Services

**Responsibilities:**
The Vice President's Office is responsible for the creation and dissemination of meeting agendas and the posting of meeting minutes on the College's institutional team's webpage.

Members are responsible for recommending agenda topics, attend meetings, actively participate in meeting discussions, support council activities including attendance as applicable and represent designated instructional area.

**Duration and Time Commitment:**
The council is a permanent institutional team. In general, the council meets every three weeks with a designated time in the summer for a retreat. Members serve on subcommittees as needed.

The council will review its effectiveness as a group at least once each year, usually during its summer retreat. Members will discuss the council's purpose and will identify outcomes.

**Boundaries & Limitations:**
The council operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements, Kansas Statutes, Higher Learning Commission Principles and Federal Regulations.

Confidentiality is expected and includes email correspondence associated with Dean's Council agendas and messages; topics that may be shared with members' constituencies will be identified.

**Membership:**
The Vice President of Instruction facilitates the council; the Vice President's Administrative Assistant takes minutes.

Members include:

- Vice-President of Instruction
- Associate Dean of Instruction
- Dean of Academics
- Dean of Military Academics, Technical Education and Outreach Programs
- Dean of Workforce Training & Community Education
- Vice President of Student Services

Partners:

- Instructional Council
- Faculty Council
- Student Services

Reporting Committees:

- Outcomes Assessment
- Learning, Instruction & Curriculum Committee

Revised: 6/20/18 E.S.; 9/16/19 E.S.; 9/28/22 E.S.; 7/31/25 E.S.