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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AGENDA/MINUTES | | | | | | | | | | | |
| Team Name | | Deans Council | | | | | | | | | |
| Date | | 2/28/2017 | | | | | | | | | |
| Time | | 2:15 – 3:45 p.m. | | | | | | | | | |
| Location | | S-139/GoToMeeting | | | | | | | | | |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Elaine Simmons | o | Bill Nash | | | x | | Jane Howard |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | |  | |  |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Review – January Minutes (attached)   * Substantive Interaction – Claudia – for BOL – addendum and rubric * Computer Lab Upgrades – faculty need to collaborate with IT * Student Evaluation Summaries – implemented Dec 2016 so not a lot of information there – get with Jeff for user names and passwords * Library Advisory Committee – Regina has implemented this * NISOD – nominees are registered for the conference and awards dinner * Course and Section Consistency – this is in process development/brainstorming – Brian is working on * PAWS Link – implemented * Program Reviews – Randy/Jo/Jane are piloting a new program review process for Fall 2017 * Canvas Conversions – 36 courses still need to convert | | | | | | | | | | | Elaine |
| Faculty Load (Primary & Overload Contracts, Service Time Model/First Year)   * Bill/Ashley/Brian/Jane/Mary/Kathy * Primary contracts, overload contracts and service time tool need to be managed with consistency – each area/program handles theirs differently   + F2F – 8 students enrolled minimum (GB), 10 students (FR), 7 students (FL)   + Online – 10 students * This group needs to get together and come up with a best approach to make the process consistent. Share with each other how you are managing the service time tool. Let Elaine know the outcome. | | | | | | | | | | | Elaine |
| Faculty Accessibility (Email Sent 27/27/17 @ 6:22a.m.)   * Not all faculty have seen this document but they should. | | | | | | | | | | | Elaine |
| Evaluations & Appraisals (Email Sent 2/27/17 @ 6:31a.m.)   * Per HR there’s been inconsistency with evaluations and appraisals. * Procedure and evaluation forms have been updated on the web site. * Elaine will be doing performance reviews for her new direct reports. | | | | | | | | | | | Elaine |
| Articulation Agreements (2+2) Procedure (Email & Link Sent 2/27/17 @ 6:40a.m.)   * Sarah is responsible for sending in the 2+2 KBOR report, keeping a master spreadsheet and updating the web site. | | | | | | | | | | | Elaine |
| 2016-2017 Program Reviews/Program Review Project (Committee)   * Randy/Jo/Jane are piloting a new program review process for Fall 2017. * Ashley/Bill/Claudia haven’t always been included in the program review process in the past. * Elaine will continue to work with Randy and Jo on this process. | | | | | | | | | | | Elaine |
| BioSig Use (DLAC Recommendation)/President’s Feedback   * DLAC team got together and decided to use BioSig in every class at least 3 times each session. * President wants a 10% growth each year of usage (slow and steady growth). * Claudia will discuss in DLAC meeting about using BioSig in the summer. | | | | | | | | | | | Claudia |
| Assessment & Placement (Accuplacer) – BOL | | | | | | | | | | | Elaine/Angie/Brian/Claudia |
| Strategic Planning Update | | | | | | | | | | | Elaine |
| Technology Forms   * Quote on a technology purchase if over $200 need to do a tech form. Tech forms are not automated. When you submit a form email Elaine and she will email Michelle Kaiser to let her know. Michelle only works on tech forms twice a month. * Physical plant – get with Ireland/Mark Dean for a quote. | | | | | | | | | | | Elaine |
| Academic Integrity Procedure Update (Procedure Revisions, Flowchart, Revised Form, VP/Registrar Letter)   * Will work on this later. | | | | | | | | | | | Elaine |
| Grade Documentation   * Brian – they are moving on this. Online is still in process. * Ashley – FL is caught up. Still in process. | | | | | | | | | | | Elaine |
| Faculty Council Communication/Projects   * Elaine wants to be more proactive with faculty council. * How do you want to work with faculty council? * Do we need a rep on faculty council? | | | | | | | | | | | Elaine |
| Accreditation (Responsiveness/August 14th)   * Did not discuss | | | | | | | | | | | Elaine |
| Ends Reporting   * Did not discuss | | | | | | | | | | | Elaine |
| Syllabi Project   * Did not discuss | | | | | | | | | | | Elaine |
| **Action Items:** | | | | | | | | | | | Elaine |
| **Upcoming Discussions:**   * Evaluation Review (Tools/Process) * Maximum Student Credit Hours * CPL * Adjunct Faculty Meeting (Fall) * Faculty Credential Reviews * Honor’s Celebration | | | | | | | | | | |  |

**ENDS:**

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| --- | --- |
| ESSENTIAL SKILLS | REGIONAL WORKFORCE NEEDS |
| WORK PREPAREDNESS | BARTON SERVICES & REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT | STRATEGIC PLAN |
| BARTON EXPERIENCE | CONTINGENCY PLANNING |
|  |  |

***Barton Core Priorities/Strategic Plan Goals***

|  |  |
| --- | --- |
| **Drive Student Success** | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement** | **Optimize Employee Experience** |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |