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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 XAbsent 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
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**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***

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| **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* |  |