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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | Wednesday, February 10, 2016 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Go To Meeting |

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| Facilitator | Dr. Robin Garrett | Recorder | Rayna Engel |
| Team members | Present XAbsent O |
|  | Team 1 |  | Team 2 |  | Team 3 |  | Additional |  | Nonvoting |
| 0 | Stephannie Goerl |  x | Mike Cox | x | Deanna Heier | x  | Lori Crowther | x | Ashley Anderson |
| x | Mark Bogner  |  x | Cheryl Lippert | x | Brian Howe | x | ReGina Casper | 0 | Lee Miller |
| x | Kim Brennan |  x | Karen Kratzer | 0 | Terri Mebane |  |  | x | Ange Sullivan |
| 0 | Randy Allen |  x | Brenda Glendenning |   |   |  |  | x | Elaine Simmons |
| 0 | Paul Fecteau |  |  |  |  |  |  | x | Rick Abel |
|  |  |  |  |  |  |  |  |  |  |
| Guests  |
| x |  Mary Foley | x | Jane Howard |   |   |  |  |  |  |
| x |  Sara Hoff |   |   |  |  |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| Roll Call | Rayna Engel | N/A | N/A |
| Discussion Relating to Phrasing of Outcomes/Competencies(Possibly adding some additional guidance to the Master Template to help eliminate rewording)If the criteria is set by an overriding agency, it should be stated in the Checklist. This avoids unnecessary time spent on rewording/clarification.The small committee will discuss this further when they look at the Charter. | Group | N/A | N/A |
| Discussion relating to requiring all classes to require a C or better to pass. Take to Faculty Council to pass this as a requirement. |  |  |  |
| MDAS 1673 Medical Coding ITabled Until March 2016 | KimberlyBrennan | Revised | Summer 2016 |
| MDAS 1674 Medical Coding IITabled Until March 2016 | KimberlyBrennan | Revised | Summer 2016 |
| MDAS 1675 Medical Coding IIITabled Until March 2016  | KimberlyBrennan | Revised | Summer 2016 |
| AGRI 1197 – Make Inactive | Caryn Kaiser | Make Inactive | Summer 2016 |
| AGRI 1132 Farm Machinery RepairChange in Credit Hours | Mary Foley | Revised | Summer 2016 |
| AGRI 1195 Large Round BalersChange in Credit Hours | Mary Foley | Revised | Summer 2016 |
| AGRI 1180 Planting EquipmentTabled Until March 2016 – Group decided not to table; go ahead and move through with the rest of the AGRI group | Mary Foley | Revised | Summer 2016 |
| AGRI 1199 Self Propelled WindrowersChange in Credit Hours | Mary Foley | Revised | Summer 2016 |
| AGRI 1194 Intermediate and Large Square BalersChange in Credit Hours | Mary Foley | Revised | Summer 2016 |
| AGRI 1215 Skid Steer Loader Operation and DiagnosticsTabled Until March 2016 – Group decided not to table; go ahead and move through with the rest of the AGRI group | Mary Foley | Revised | Summer 2016 |
| NAID 1229 Nursing Home AideChange in Course Description | Sara Hoff | Revised | Summer 2016 |
| Military Dangerous Materials Handling – Military Certificate | Terri Mebane | Revised | Summer 2016 |
| NAID 1235 Medication AideTabled Until March 2016 | Sara Hoff | Revised | Summer 2016 |
| OFTC 1603 Keyboarding IIChange in Course Description | Renetta Furrow | Revised | Summer 2016 |
| LIFE 1406 Principles of BotanyNew. Set to start in March. Look at Banner.  | Rick Abel | Revised | Summer 2016 |
| PHED XXXX Hip Hop Dance FitnessTabled Until March 2016 | Rick Abel | New | Summer 2016 |
| MATH 1798 JumpMath | Brian Howe | Revised | Summer 2016 |
| MATH 1813 College Preparatory Mathematics I | Brian Howe | Revised | Summer 2016 |
| MATH 1815 College Preparatory Mathematics IITabled Until March 2016 – Don’t table. Allow to move through. | Brian Howe | Revised | Summer 2016 |
| MATH 1817 College Preparatory Mathematics III | Brian Howe | Revised | Summer 2016 |
| MATH 1825 College Preparatory Mathematics IV | Brian Howe | Revised | Summer 2016 |
| MLTR 1040 Military Passenger-Carrying Vehicle OperationsTabled Until March 2016 | Terri Mebane | Revised | Summer 2016 |
| MLTR 1020 Maintenance Manager Change in Course Description | Terri Mebane | Revised | Summer 2016 |
| MLTR 1022 Physical Security Change in Course Description | Terri Mebane | Revised | Summer 2016 |
| MLTR 1044 US Army Generator OperatorTabled Until March 2016 | Terri Mebane | Revised | Summer 2016 |
| MLTR 1626 Weapons Storage Facility OperationsChange in Course Description | Terri Mebane | Revised | Summer 2016 |
| MLTR 1627 Management of Weapons Storage FacilitiesChange in Course Description | Terri Mebane | Revised | Summer 2016 |
| MLTC 1519 Clinical Practicum IChange in Credit Hours and Course Description | Cheryl Lippert | Revised | Summer 2016 |
| MLTC 1501 Phlebotomy Clinical PracticumNew Course Title and Change in Course Description | Cheryl Lippert | Revised | Summer 2016 |
| MLTC 1520 Clinical Practicum IIChange in Course Description | Cheryl Lippert | Revised | Summer 2016 |
| Syllabi Submitted for Formatting Changes | Reporter | New/Revised | Effective Semester |
| AGRI 1183, 1184, 1205 | Mary Foley | Format Only | Summer 2016 |
| AUTO 1106, 1107 | Mary Foley | Format Only | Summer 2016 |
| NATG 1180, 1185 | Mary Foley | Format Only | Summer 2016 |
| NURS 1206, 1208, 1222, 1228, 1255, 1257, 1259 | Kathy Kottas | Format Only | Summer 2016 |
| AGRI 1202, 1210 | Caryn Kaiser | Format Only | Summer 2016 |
| EMTS 1513 | Kathy Kottas | Format Only | Summer 2016 |
| MEAS 1107  | Mary Foley | Format Only | Summer 2016 |
| AUTO 1108, 1122 | Mary Foley | Format Only | Summer 2016 |
|  |  |  |  |
| Changes to Agenda after sent to members: The items highlighted in YELLOW have been tabled until the March 2016 Meeting.Tabled MDAS 1673, 1674, and 1675 until March, per request of Jane Howard (waiting on Adjunct).Tabled Sub-Team 1 February syllabi. Randy and Stephannie will be unable to attend the meeting, and have questions/concerns about some of the syllabi reviewed by the team. |  |  |  |

Absent: have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

**ESSENTIAL SKILLS                             “BARTON EXPERIENCE”**

**WORK PREPAREDNESS                    REGIONAL WORKFORCE NEEDS**

**ACADEMIC ADVANCEMENT             SERVICE REGIONS**

**PERSONAL ENRICHMENT                 STRATEGIC PLANNING**

**CONTINGENCY PLANNING**



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

***Drive Student Success***

1. Increase student retention and completion

2. Enhance the Quality of Teaching and Learning

***Cultivate Community Engagement***

3. Enhance Internal Communication

4. Enhance External Communication

***Emphasize Institutional Effectiveness***

5. Initiate periodic review of the Mission Statement and Vision Statement.

6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

***Optimize Employee Experience***

7. Develop more consistent & robust employee orientation.

8. Enhance professional development system.