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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 8/15/2017 |
| Time | 3:30 – 4:30 pm |
| Location | A-113/Go To Meeting |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Brian Howe | | | | Recorder | | Sarah Riegel | | | | | |
| Team members | | | | | | | | | | | | Present X  Absent O | |
|  | **Team 1** | |  | **Team 2** |  | | **Team 3** | |  | **Additional** | |  | **Non-voting** |
| x | Mark Bogner  Team Lead | | o | Mike Cox  Team Lead | x | | Deanna Heier  Team Lead | | x | Lori Crowther | | x | Ashley Anderson |
| o | Kim Brennan | | x | Cheryl Lippert | x | | Abby Howe | | x | Kurt Teal | | x | Leanne Miller |
| x | Stephannie Goerl | | x | Karen Kratzer | x | | Terri Mebane | |  |  | | x | Claudia Mather |
| x | Randy Allen | | o | Brenda Glendenning | x | | Ange Sullivan | |  |  | | x | Elaine Simmons |
| x | Charlotte Cates | |  |  |  | |  | |  |  | |  |  |
| x | Rose Cain | |  |  |  | |  | |  |  | |  |  |
| x | Latoya Hill | |  |  |  | |  | |  |  | |  |  |
| Guests | | | | | | | | | | | | | |
| o | Jane Howard | | o | Rick Abel | o | | Karyl White | | x | Kathy Kottas | |  |  |
| o | ReGina Casper | | o | Brenda Siebold | o | | Sara Hoff | | x | Steve Lueth | |  |  |
| Action Items | | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| CHEM 1802 Fundamentals of General Chemistry  Team 1  Course Description  Approved | | | | | | | | Brian Howe | | | Revised | | Fall 2017 |
| EMTS 1543 Paramedic IV  Team 1  Course Description  Approved | | | | | | | | Karyl White | | | Revised | | Fall 2017 |
| MLTC 1501 Phlebotomy Clinical Practicum  Team 1  Course Description  Approved | | | | | | | | Cheryl Lippert | | | Revised | | Fall 2017 |
| NAID 1229 Nursing Home Aide  Team 1  Course Description  Approved with formatting changes | | | | | | | | Sara Hoff | | | Revised | | Fall 2017 |
| EMTS 1500 Emergency Medical Technician  Team 2  Course Description  Approved | | | | | | | | Karyl White | | | Revised | | Fall 2017 |
| EMTS 1527 Emergency Medical Responder  Team 2  Course Description  Approved | | | | | | | | Karyl White | | | Revised | | Fall 2017 |
| NAID 1235 Medication Aide  Team 2  Course Description  Approved with formatting changes | | | | | | | | Sara Hoff | | | Revised | | Fall 2017 |
| POLS ~~2802~~ 1802 New Politics  Team 2  Credit Hour Change  Outcomes/Competencies  General Education  Approved | | | | | | | | Brian Howe | | | Revised | | Fall 2017 |
| EMTS 1513 Advanced Emergency Medical Technician  Team 3  Course Description  Approved | | | | | | | | Karyl White | | | Revised | | Fall 2017 |
| BSTC 1685 Spreadsheet Applications  Team 3  Outcomes/Competencies  Approved | | | | | | | | Brenda Siebold | | | Revised | | Fall 2017 |
| MLTC 1503 Principles of Phlebotomy  Team 3  Course Description  Approved | | | | | | | | Cheryl Lippert | | | Revised | | Fall 2017 |
| THEA 1315 Introduction to Film  General Education course approval  Tabled for another meeting – Brian will discuss with Rick | | | | | | | | Rick Abel | | | n/a | |  |
| Syllabi Submitted for Formatting Changes | | | | | | | | Reporter | | | Format Only | | Effective Semester |
| n/a | | | | | | | |  | | |  | |  |
| Syllabi Submitted to Inactivate | | | | | | | | Reporter | | | Inactivate | | Effective Semester |
| n/a | | | | | | | |  | | |  | |  |
| Other Items | | | | | | | | Reporter | | |  | |  |
| New Team Members  Team 1 – Mike Cox, Abby Howe, Brenda Glendenning, Latoya Hill  Team 2 – Cheryl Lippert, Terri Mebane, Deanna Heier, Charlotte Cates  Team 3 – Karen Kratzer, Mark Bogner, Ange Sullivan, Rose Cain | | | | | | | | Brian Howe | | |  | |  |
| Communication between Team Leads/Teams and VP Office  Sarah will communicate with Team Leads on status of syllabi review  Team Leads will be on 3 month rotations:   * Sept, Oct, Nov – Brenda Glendenning (T1), Deanna Heier (T2), Ange Sullivan (T3) * Dec, Jan, Feb – Abby Howe (T1), Cheryl Lippert (T2), Karen Kratzer (T3) * Mar, Apr, May – Latoya Hill (T1), Terri Mebane (T2), Mark Bogner (T3) * June, July, Aug – Mike Cox (T1), Charlotte Cates (T2), Rose Cain (T3) | | | | | | | | Sarah/Elaine | | |  | |  |

Absent: Kim Brennan 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.