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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 10/10/2018 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Brian Howe | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
|  | **Team 1** |  | **Team 2** |  | **Team 3** |  | **Additional** |  | **Non-voting** |
| x | Brenda Glendenning Team Lead | x | Charlotte CatesTeam Lead | x | Ange Sullivan Team Lead | x | Lori Crowther | x | Ashley Anderson |
| x | Abby Howe | x | Terri Mebane | x | Karen Kratzer | x | Kurt Teal | x | Leanne Miller |
| o | Latoya Hill | x | Lawrence Weber | x | Erika Jenkins-Moss |  |  | x | Claudia Mather |
| x | Karly Little | x | Mark Shipman | x | Jaime Abel |  |  | x | Elaine Simmons |
| Guests  |
| o | Jane Howard | x | Kathy Kottas | x | Kristen Hathcock | o | Ed Dean | o | Dan Taylor |
| o | ReGina Casper | x | Mary Foley | x | Peter Solie | o | Gene Compton | x | Tyler Soper |
| Action Items | Reporter | New/Revised | Effective Semester |
| CHEM 1821 Fundamentals of BiochemistryTeam 1New CourseApproved with changes. Update wording in V.B.2. and V.D.4. Remove LIFE 1402 as a prerequisite and add “with a grade of D or better.” Use CHEM 1821 as the subject code. | Kristen Hathcock | New | Spring 2019 |
| JOUR 1700/COMM 1700 Introduction to Mass MediaTeam 2Course Title, Outcomes and CompetenciesApproved with changes. Remove the word “breadth” from Section IV, first sentence. | Peter Solie | Revised | Spring 2019 |
| JOUR 1704/COMM 1704 Beginning ReportingTeam 2Course Title, Course Description, Outcomes and CompetenciesApproved | Peter Solie | Revised | Spring 2019 |
| JOUR 1705/COMM 1705 Advanced ReportingTeam 2Course Title, Course Description, Outcomes and CompetenciesApproved with changes. Remove the word “depth” from Section IV, first sentence.  Add to the prerequisite “with a grade of C or better”. | Peter Solie | Revised | Spring 2019 |
| COMM 1200 Interpersonal CommunicationsTeam 2Outcomes and CompetenciesApproved with changes. Add the KCOG/KBOR paragraph from Section IV. | Peter Solie | Revised | Spring 2019 |
| THEA 1315/COMM 1315 Introduction to FilmTeam 3Course TitleApproved with changes. Remove the KCOG/KBOR paragraph from Section IV. | Peter Solie | Revised | Spring 2019 |
| OSHA 1009 Fall Arrest SystemsTeam 1Course TitleApproved with changes. Fix the course title on the syllabus.  | Ed Dean/Tyler Soper | Revised | Fall 2018 |
| OSHA 5020 OSHA Construction Industry Trainer UpdateTeam 3New CourseApproved | Ed Dean/Tyler Soper | New | Spring 2019 |
| OSHA 5030 OSHA General Industry Trainer UpdateTeam 3New CourseApproved | Ed Dean/Tyler Soper | New | Spring 2019 |
| MLTR 1815 Digital Training Management SystemTeam 1Credit Hours, Outcomes and CompetenciesApproved with changes. Add wording to IV.  | Gene Compton/Terri Mebane | Revised | Fall 2018 |
| MLTR 1040 Military Passenger-Carrying Vehicle OperationTeam 1Credit Hours, Outcomes and CompetenciesApproved | Dan Taylor/Terri Mebane | Revised | Fall 2018 |
| NURS 1208 Mental Health Nurse IITeam 2Course Description, Outcomes and CompetenciesApproved | Brenda Glendenning | Revised | Spring 2019 |
| NURS 1259 Maternal Child Nursing IITeam 3Course Description, Outcomes and CompetenciesApproved | Brenda Glendenning | Revised | Fall 2020 |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| n/a |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| AGRI 1132 Farm Machinery Repair | Mary Foley | X | Fall 2018 |
| AGRI 1180 Planting Equipment | Mary Foley | X | Fall 2018 |
| AGRI 1183 MFWD Tractors 250-400 HP | Mary Foley | X | Fall 2018 |
| AGRI 1184 MFWD Tractors 150-250 HP | Mary Foley | X | Fall 2018 |
| AGRI 1188 Midrange combines | Mary Foley | X | Fall 2018 |
| AGRI 1192 Flagship combines | Mary Foley | X | Fall 2018 |
| AGRI 1193 Combine Productivity | Mary Foley | X | Fall 2018 |
| AGRI 1194 Intermediate and Large Square Balers | Mary Foley | X | Fall 2018 |
| AGRI 1195 Large Round Balers | Mary Foley | X | Fall 2018 |
| AGRI 1199 Self Propelled Windrowers | Mary Foley | X | Fall 2018 |
| AGRI 1202 2WD Tractor Systems | Mary Foley | X | Fall 2018 |
| AGRI 1205 Articulated 4WD tractor | Mary Foley | X | Fall 2018 |
| AGRI 1210 Precision Farming Systems | Mary Foley | X | Fall 2018 |
| AGRI 1215 Skid Steer | Mary Foley | X | Fall 2018 |
| Other Items | Reporter |  |  |
| General Education Proposal* Presented at BoT study session last night, will ask for their formal approval at November 2018 meeting
* Implement 2020-2021, any changes or updates to College processes or publications must be done by April 1, 2020
* Once approved by the board, a LICC sub-team will review all classes to determine where they will slotted
 | Brian Howe |  |  |
| LICC Charter Review* Remove the date at the top of the charter
* Remove the references to Student Services from the VP of Instruction title
* Update “vocational” to “career technical education”
* Update various position titles
* Remove reference to Barton County and Fort Riley campuses, all campuses participate in LICC
 | Brian Howe |  |  |
| Course Description, Outcomes and Competencies Language/Words* Form a sub-team to build an onboarding process for new members for training and to help those coming to LICC with syllabi changes
* Terri, Erika, Karly, Jaime and Brian will be on this sub-team
* Meet every 2 weeks, meetings will be scheduled
 | Brian Howe |  |  |
| Concourse* Contract has been signed
* Will develop a sub-team at a later time
 | Brian Howe |  |  |

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.