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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 11/14/2018 |
| 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 | Abby HoweTeam Lead | x | Charlotte CatesTeam Lead | x | Karen Kratzer Team Lead | x | Lori Crowther | x | Ashley Anderson |
| o | Brenda Glendenning | x | Terri Mebane | x | Ange Sullivan | x | Kurt Teal | o | Leanne Miller |
| o | Latoya Hill | x | Lawrence Weber | x | Erika Jenkins-Moss |  |  | o | Claudia Mather |
| x | Karly Little | x | Mark Shipman | x | Jaime Abel |  |  | x | Elaine Simmons |
| Guests  |
| x | Jane Howard | x | Kathy Kottas | x | Kara Brauer | x | Jill Lawson |  |  |
| o | ReGina Casper | x | Mary Foley | x | Cheryl Lippert | o | Brittany Fanshier |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| NURS 1261 Medical Surgical Nursing IVTeam 3Course Description, Outcomes and CompetenciesApproved | Kara Brauer | Revised | Spring 2019 |
| NURS 1258 Maternal Child Nursing ITeam 2Course Description, Outcomes and CompetenciesApproved | Jill Lawson/Brittany Fanshier | Revised | Spring 2019 |
| MLTC 1513 MLT Laboratory Operations and LeadershipTeam 2Prerequisites, Outcomes and CompetenciesApproved with changes. In Section V.A. switch the words demonstrate and define around. In Section V.B.1. add “including the following” to the end of the statement. In Section V.B.3. add a colon to the end of the statement. | Cheryl Lippert | Revised | Spring 2019 |
| AGRI 1212 Commercial Driver’s LicenseTeam 1Course DescriptionApproved with changes. Add Section II to the syllabus. In Section V. C. remove the words “demonstrate the ability to” from each statement. | Mary Foley | Revised | Spring 2019 |
| MLTR 1922 Transport, Handling and Storage of Explosive MaterialsTeam 1Credit Hours, Course DescriptionApproved | Terri Mebane | Revised | Spring 2019 |
| MLTR 1024 Unit Load Team TrainingTeam 1New CourseApproved with changes. In Section V.A.1. add a colon to the end of the statement. In the Course Description add “unit(s)”. | Terri Mebane | New | Spring 2019 |
| MLTR 1026 Transportation Coordinators Automated Information for Movement System II, Unit Movement ITeam 3Outcome and CompetenciesApproved | Terri Mebane | Revised | Spring 2019 |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| n/a |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| MLTR 1765 | Terri Mebane | X | Fall 2018 |
| MLTR 1796 | Terri Mebane | X | Fall 2018 |
| Other Items | Reporter |  |  |
| Syllabus Guiding Document – review the document at let Brian know if you have any suggested edits | Brian Howe |  |  |
| Bloom’s Taxonomy – review the document at let Brian know if you have any suggested edits | Brian Howe |  |  |
| Concourse – currently building a primary implementation team (small group) – may have a couple sub-teams for this project | Brian Howe |  |  |
| General Education Project – Brian is presenting at the end of November to the Board then a sub-team will work on reslotting the courses  | Brian Howe |  |  |

Absent: Brenda Glendenning 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.