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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 7/17/2019 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

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| Facilitator | | Brian Howe | | | | Recorder | Sarah Riegel | | | | | |
| Team members | | | | | | | | | | | Present X  Absent O | |
|  | **Team 1** | |  | **Team 2** |  | **Team 3** | |  | **Additional** | |  | **Non-voting** |
| o | Latoya Hill  Team Lead | | o | Mark Shipman  Team Lead | x | Jaime Abel  Team Lead | | x | Lori Crowther | | x | Ashley Anderson |
| x | Brenda Glendenning | | x | Terri Mebane | x | Ange Davied | | x | Kurt Teal | | o | Lee Miller |
| o | Karly Little | | x | Lawrence Weber | o | Erika Jenkins-Moss | |  |  | | x | Claudia Mather |
| x | Abby Howe | | x | Charlotte Cates | o | Karen Kratzer | |  |  | | x | Elaine Simmons |
| Guest | | | | | | | | | | | | |
| x | Jane Howard | | o | Kathy Kottas |  |  | |  |  | |  |  |
| o | ReGina Casper | | x | Mary Foley |  |  | |  |  | |  |  |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| 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 | | |  | |  |
| Onboarding Document     * Onboarding document is for new members but a good review for existing members * How will this be shared with new members: Brian sent the document to the new members for them to review on their own time * Edits:   + Add a statement about keeping punctuation consistent   + Prerequisite changes need to also indicate a minimum grade     - Can we get a report to see grade minimums on existing courses? The new pre req link on our web site has this information: <https://bartonccc.edu/online/programs/courses/prereq-list> | | | | | | |  | | |  | |  |
| Team Member Changes   * New members: Randy Allen (1), Todd Mobray (2), Marlo Chavarria (3), Christopher Vanderlinde (2) * Members leaving: Abby, Terri, Lawrence and Ange * Mary Doyle is coming on mid-year to shadow Karen Krazter (Mary will start January 2020, Karen will come off August 2020) | | | | | | |  | | |  | |  |
| 2019-2020 Meeting Dates | | | | | | |  | | |  | |  |
| Concourse Update – regular item on agenda   * Implementation team is meeting weekly (Brian, Ange, Kathy, Sarah, Ronnie Dean) – Ronnie is focusing on Banner integration * There could be a change in our syllabi structure (attached document) – 3 concepts to review      * + Order: do we put things toward the top that are important to the students or do we put the standardized/institutional items toward the top   + Implementation team is working on templates and will bring to LICC   + Elaine – would like to get faculty feedback (Faculty Council) once implementation team and LICC agree on a template layout * Process changes: concerns about what does that mean when bringing syllabi to LICC   + Faculty won’t bring the word document to LICC anymore, it will be something like the checklist we use now   + Need to consider how will we process requests to change standardized items within the syllabi * Fall 2020 goal for implementation, maybe pilot sooner * No other KS community colleges use Concourse * There will be different levels to the syllabi in Concourse: institutional information, departmental levels, campus levels, faculty levels – this will determine what faculty can edit and what needs to be brought through LICC to edit * Syllabi can be printed directly from Concourse for those that don’t use Canvas * In the portal there will be a link to Concourse, it will be copied into the course shell | | | | | | |  | | |  | |  |

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.