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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 9/12/2018 |
| Time | 3:30 pm – 4:30 pm |
| Location | A-113/Zoom |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Brian Howe | | | | Recorder | Sarah Riegel | | | | | |
| Team members | | | | | | | | | | | Present X  Absent O | |
|  | **Team 1** | |  | **Team 2** |  | **Team 3** | |  | **Additional** | |  | **Non-voting** |
| x | Brenda Glendenning Team Lead | | x | Charlotte Cates  Team Lead | x | Ange Sullivan  Team Lead | | x | Lori Crowther | | o | Ashley Anderson |
| x | Abby Howe | | x | Terri Mebane | x | Karen Kratzer | | x | Kurt Teal | | o | Leanne Miller |
| x | Latoya Hill | | x | Lawrence Weber | x | Erika Jenkins-Moss | |  |  | | x | Claudia Mather |
| x | Karly Little | | x | Mark Shipman | o | Jaime Abel | |  |  | | x | Elaine Simmons |
| Guests | | | | | | | | | | | | |
| x | Jane Howard | | o | Kathy Kottas | x | Carol Murphy | | x | Kathy Boeger | |  |  |
| o | ReGina Casper | | x | Mary Foley | x | Cheryl Lippert | | x | Lindsay Holmes | |  |  |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| HZMT 1903 Introduction to Environmental Management  Team 1  Course Title Change  Approved | | | | | | | Lindsay Holmes | | | Revised | | Fall 2018 |
| ACCT 1614 Accounting I  Team 3  Outcomes and Competencies  Approved | | | | | | | Kathy Boeger | | | Revised | | Fall 2018 |
| ACCT 1616 Accounting II  Team 3  Outcomes and Competencies  Approved | | | | | | | Kathy Boeger | | | Revised | | Fall 2018 |
| ACCT 1618 Managerial Accounting  Team 3  Outcomes and Competencies  Approved | | | | | | | Kathy Boeger | | | Revised | | Fall 2018 |
| ENGL 1204 English Composition I  Team 1  Prerequisite Change, Course Description  Approved | | | | | | | Carol Murphy | | | Revised | | Spring 2018 |
| MLTR 1020 Maintenance Manager  Team 1  Outcomes and Competencies  Approved with changes | | | | | | | Terri Mebane | | | Revised | | Fall 2018 |
| MLTR 1042 Military Petroleum Operations  Team 1  Outcomes and Competencies, Credit Hours  Approved with changes | | | | | | | Terri Mebane | | | Revised | | Fall 2018 |
| 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 | | |  | |  |
| Next-Gen Accuplacer – placement scores   * The new scores will be effective January 2019 * Next-Gen is more accurate than the classic version * When taking the Next-Gen placement test the students are asked some non-cognitive questions | | | | | | | Carol Murphy | | |  | |  |
| MLT Executive Summary   * Added Sociology course as an option * Students can complete either General Psychology OR Sociology | | | | | | | Cheryl Lippert/  Kathy Kottas | | |  | |  |
| General Education Proposal   * Timeline for review and approvals   + Brian will reach out to faculty for feedback before next LICC meeting   + October 10 – LICC   + October 10 – PTP   + October 16 – Instructional Council   + October 22 – President’s Staff   + October 23 – Board Meeting   + November 27 – Board Meeting (recommend for approval) * President wants to implement in Fall 2020 | | | | | | | Brian Howe | | |  | |  |
| Concourse Syllabus Program – will be implementing soon | | | | | | | Brian Howe | | |  | |  |
| Course description discussion – use complete sentences for course descriptions | | | | | | | Team | | |  | |  |
| Syllabus formatting discussion – we will not request corrections to formatting unless the formatting is really bad throughout the whole syllabus | | | | | | | Elaine Simmons | | |  | |  |

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.