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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 11/13/2019 |
| 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** |
| x | Brenda Glendenning Team Lead | | x | Chris Vanderlinde Team Lead | x | Erika Jenkins-Moss Team Lead | | x | Lori Crowther | | x | Kathy Kottas |
| x | Latoya Hill | | x | Charlotte Cates | o | Jaime Abel | | x | Kurt Teal | | x | Lee Miller |
| x | Karly Little | | x | Todd Mobray | x | Karen Kratzer | |  |  | | x | Claudia Mather |
| x | Randy Allen | | x | Mark Shipman | o | Marlo Chavarria | |  |  | | x | Elaine Simmons |
| Guest | | | | | | | | | | | | |
| x | Jane Howard | | x | Mary Foley | o | Philip Jacobson | | x | Maggie Tracy | |  |  |
| o | ReGina Casper | | x | Bill Forst | x | Kathy Boeger | | x | Kim Brennan | |  |  |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| ARTS 1280 Arts Capstone   * Reviewed by Team 1 * New Course * Students will take this course in their 2nd year of the art program * This course will determine if they can make a living or succeed at a 4-year program * Students will write a resume, make a business card, set up a business, write a marketing plan and create portfolio * This will go under emphasis requirements in the new gen eds * New curriculum guide will be created by the end of the week * Moved to approve by Charlotte, second by Karly, approved | | | | | | | Bill Forst/  Philip Jacobson | | | New | | Spring 2020 |
| BUSI 1602 Introduction to Leadership Concepts   * Reviewed by Team 1 * Revised Course due to KCOG meeting * LEAD course will come through LICC next and it will be assigned to same sub-team for review * Moved to approve by Brenda, second by Charlotte, approved | | | | | | | Kathy Boeger | | | Revised | | Spring 2020 |
| ECON 1615 Personal Finance   * Reviewed by Team 1 * Revised Course due to KCOG meeting * Moved to approve by Charlotte, second by Karly, approved | | | | | | | Kathy Boeger | | | Revised | | Spring 2020 |

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| WGHT 1214 CDL Class B – Behind the Wheel   * Reviewed by Team 2 * New Course * Created due to new regulations coming in February for CDL * Basically the same course as the CDL Class A course that came through LICC over the summer * Moved to approve by Brenda, second by Charlotte, approved | Maggie Tracy | New | Spring 2020 |
| WGHT 1217 CDL Class B – Theory   * Reviewed by Team 2 * New Course * Section V. D.7. use “explain” instead of “discuss” * Moved to approve with changes by Charlotte, second by Karly, approved with changes | Maggie Tracy | New | Spring 2020 |
| MDAS 1642 Advanced Medical Coding Operations   * Reviewed by Team 3 * Course Title, Course Description Change * Alternative for medical coding students who can’t find an actual internship * This course is offered online * Moved to approve by Brenda, second by Karly, approved | Kim Brennan/  Jane Howard | Revised | Spring 2020 |
| PHRM 1004 Pharmacy Technician Topics   * Review by Team 3 * Prerequisite Change * Added PHRM 1000, 1001, 1002, 1003 as prerequisites * Update prerequisites to state “with a C or better” * Section V. A.3. use “explain” instead of “discuss” * Moved to approve with changes by Charlotte, second by Karly, approved with changes | Latoya Hill | Revised | Spring 2020 |
| 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 |  |  |
| Concourse Update     * Course Policies/Instructor Policies – use a combination of both terms – Brian will talk to Ange * Will need to figure out the process for new and revised syllabi and institutional policy change requests – do this after the first of the year | Brian Howe |  |  |

Absent: Jaime Abel and Marlo Chavarria have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

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| ESSENTIAL SKILLS | REGIONAL WORKFORCE NEEDS |
| WORK PREPAREDNESS | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT | STRATEGIC PLAN |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

***Drive Student Success***

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

***Cultivate Community Engagement***

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

***Emphasize Institutional Effectiveness***

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

***Optimize Employee Experience***

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.