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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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | 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.