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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 2/12/2020 |
| Time | 3:30 – 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 | Karly LittleTeam Lead | x | Charlotte CatesTeam Lead | o | Erika Jenkins-Moss Team Lead | x | Lori Crowther | x | Kathy Kottas |
| x | Latoya Hill  | x | Chris Vanderlinde | o | Jaime Abel | x | Kurt Teal | x | Lee Miller |
| x | Brenda Glendenning | 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 | x | Edward Dean | x | Kim Brennan |  |  |
| o | ReGina Casper | o | Matt Connell | x | Melissa Stevens | x | Mary Doyle |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| CRIM 1659 Criminal Justice Interview and Report Writing* Reviewed by Team 1
* Prerequisite Change
* This course is for a specific style of writing and is not an English class
* Students don’t need to take Comp I or Technical Writing prior to this course
* Motion to approve by Karen, second by Randy
* Approved
 | Melissa Stevens/Jane Howard | Revised | Spring 2020 |
| MDAS 1682 Medical Terminology for the Non-Healthcare Provider* Reviewed by Team 3
* New Course
* The creation of this course came from an advisory board meeting where they requested certifications for non-medical staff (receptionists, custodians, etc.)
* This class will be offered monthly as a 4 week class
* This class will be offered online
* Class will need to be marketed; both Clara Barton and KU Med are interested
* Kim discussed with Lee about making class OER
* Section V. C.2.c. “pharmacology” needs to be lower case
* Input periods to make all outcomes and competencies complete sentences
* Motion to approve with changes by Randy, second by Karly
* Approved with changes
 | Kim Brennen/Jane Howard | New | Spring 2020 or Summer 2020 |
| OSHA 6010 Safety, Health and Environmental Risk Management Principles* Reviewed by Team 2
* Credit Hours, Outcomes and Competencies Change
* Changing from non-credit to credit course
* Section V. D.1. change to: Collaborate with team members and create a risk management plan for the assigned scenario.
* Course description:
	+ In the 1st sentence use “environment” instead of “environmental”.
	+ Change the 2nd sentence to: The course will use breakout sessions, class discussion and instructor resources to work on risk management problems.
* Kurt will discuss these changes with Ed Dean and Ed will send updated syllabus to Charlotte
* Syllabus is tabled for email vote later this month after edits are made
 | Edward Dean/Kurt Teal | Revised | Spring 2020 |
| Syllabi Submitted for Formatting Changes | Reporter | Format Only | Effective Semester |
| n/a |  |  |  |
| Syllabi Submitted to Inactivate | Reporter | Inactivate | Effective Semester |
| AGRI 1212 Commercial Driver’s License  | Mary Foley | X | Spring 2020 |
| Other Items | Reporter |  |  |
| Concourse Update* Pilot is going on now
* Training materials and videos are available on the LICC web page
* More training will come later for faculty
* Ange Davied, Brenda Siebold, Denise Schreiber and Sarah are inputting master syllabi into Concourse
* Soft release in the summer – any faculty interested in participating need to contact Ange
* Fall will start the full use of Concourse
* We will start using Concourse through LICC and not use word documents
	+ LICC submission process needs a sub-team to come up with a new way for faculty to submit syllabi – Karly, Todd, Mary Doyle and Brian – meetings will be set up weekly for the next 5 weeks
* Brian, Sarah, Jo, Charles and Caicey will discuss using Power BI to keep an updated list of the new gen eds approved course matrix
 | Brian Howe |  |  |

Absent: Jaime Abel 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.