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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 |

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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 | Karly Little  Team Lead | | x | Charlotte Cates  Team 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.