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| AGENDA/MINUTES | |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 3/11/2020 |
| 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 | | o | Charlotte Cates  Team Lead | o | Marlo Chavarria 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 | x | Erika Jenkins-Moss | |  |  | | o | Elaine Simmons |
| Guest | | | | | | | | | | | | |
| x | Jane Howard | | x | Mary Foley | x | Mary Doyle | |  |  | |  |  |
| o | ReGina Casper | | x | Matt Connell | x | Edward Dean | |  |  | |  |  |
| Action Items | | | | | | | Reporter | | | New/  Revised | | Effective Semester |
| OSHA 6010 Safety, Health and Environmental Risk Management Principles   * Reviewed by Team 2 – tabled from our last meeting * 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. * Motion to approve by Karly, second by Karen * Approved | | | | | | | 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 |
| n/a | | | | | | |  | | |  | |  |

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| Other Items | Reporter |  |  |
| LICC Submission Worksheet   * This worksheet will replace our current new and revised checklists * Review and give feedback at our next meeting | Brian Howe |  |  |
| Assessments Statements   * We’re finding variations in assessment statements on syllabi * Use the statement with the “Course Outcomes, Competencies, and Supplemental Competencies” | Brian Howe |  |  |
| Concourse Syllabus Instructions   * The team working on the Concourse Implementation added instructions and notes for faculty in the various sections of the syllabus * Document for review will be emailed out to the group * Review and give feedback at our next meeting | Brian Howe |  |  |

Absent: Charlotte Cates, 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.