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| AGENDA/MINUTES |
| Team Name | Learning, Instruction and Curriculum Committee (LICC) |
| Date | 8/14/2019 |
| 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** |
| o | Latoya Hill Team Lead | o | Mark ShipmanTeam Lead | o | Jaime AbelTeam Lead | x | Lori Crowther | x | Kathy Kottas |
| x | Brenda Glendenning | x | Charlotte Cates | o | Erika Jenkins-Moss | x | Kurt Teal | o | Lee Miller |
| x | Karly Little  | x | Todd Mobray | x | Karen Kratzer |  |  | x | Claudia Mather |
| x | Randy Allen | x | Chris Vanderlinde | x | Marlo Chavarria |  |  | x | Elaine Simmons |
| x | Abby Howe | x | Terri Mebane | x | Ange Davied |  |  |  |  |
|  |  | x | Lawrence Weber |  |  |  |  |  |  |
| Guest |
| x | Jane Howard | o | Mary Foley | x | Lindsay Holmes |  |  |  |  |
| o | ReGina Casper | x | James Henderson |  |  |  |  |  |  |
| Action Items | Reporter | New/Revised | Effective Semester |
| HZMT 6036 Introduction to Environmental Compliance ManagementReviewed by Team 3New Course* Part of the certification program for the SHEP (Safety, Health & Environmental Professional)
* This course was offered previously but not for credit
* Section V.A.1. – Is it acceptable to use multiple verbs for a competency? Yes.
* Approved
 | Lindsay Holmes/James Henderson | New | Fall 2019 |
| 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 UpdateNew Syllabus Concepts:* Same items listed, order is different
* #1 – puts course description and outcomes/competencies at the beginning
* #2 – puts items the student would want to know first – contact info, grades, meeting times, etc.

Comments:Todd* Will the syllabus page in Canvas will be renamed? Yes

Karen* The schedule is currently listed in Canvas, so the schedule could be listed further down in the syllabus

Randy* Concept #1 looks more similar to what we have now.
* Will we have to input all our syllabi into Concourse? No, most information will pull in from Banner and Sarah will do some data entry.
* Will all current syllabi have to go through LICC again to be input into Concourse? No
* Do we want to get student feedback?

Karen* Concept #1 would be more attractive to a transfer school when they are reviewing our syllabi for transfer
* Should Course Description be moved up? Many students want to know what the class is about.

Elaine* The student focused syllabi would be the way to go

Karly* Move up Materials since this would be where OER would be listed

Marlo* We need to have standardized retention practices – in the online world most students are looking for the 4, 6 and 8 week classes not term long

Kathy* Would breaking up the areas that can’t be edited cause any issues in Concourse? No Concourse is very clear on what can be edited

Jane* How will the LICC process work for syllabi edits? We’ll have an updated checklist, faculty member will not make the updates in Concourse

On Concept #2:* Move Course Description after Contact Information
* Delete Additional Information
* Delete Meeting Times – not necessary since students have their schedules
 | Team |  |  |

Absent: have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

**ESSENTIAL SKILLS “BARTON EXPERIENCE”**

**WORK PREPAREDNESS REGIONAL WORKFORCE NEEDS**

**ACADEMIC ADVANCEMENT SERVICE REGIONS**

**PERSONAL ENRICHMENT STRATEGIC PLANNING**

**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.