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| AGENDA/MINUTES |
| Team Name | Deans’ Meeting |
| Date | March 30, 2016 |
| Time | 2:00 – 3:30 p.m. |
| Location | A-113/GoToMeeting  |

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| Facilitator | Dr. Garrett | Recorder | Rayna Engel |
| Team members | Present XAbsent O |
| X | Richard Abel | X | Elaine Simmons | X | Bill Nash |  |  |
| X | Angie Maddy | X | Ange Sullivan | X | Ashley Anderson |  |  |
| Guests |
| X | Regina Casper |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| Minutes from Last Meeting (attachment) | N/A |
| Provide information on Library Resource AwarenessRegina would like input on ways to inform/educate people (students and faculty) about Library Resources, which is located on the Portal. Would it help to add a tab/link in another place to improve usage? The Library currently has an internal site on the VP Page. Elaine shared that she felt sometimes less options are actually better (easier to guide and educate them to one specific location). Elaine again recommends all the information LIVE on the Library internal webpage. Design one space for student information and one space or faculty information.  | Regina Casper |
|  Online Proctoring SolutionsA committee looked at different proctoring methods and the group decided on BioSig. Essentially the student has kind of an autograph – the student authenticates that they are indeed who they claim to be – before they are allowed access. Angie M asked if this tool randomly makes the student authenticate during the testing process? Ange shared it does not allow additional access by another person during a session. However, this method will not prevent ‘cheating’ amongst i.e. roommates. But Ange S. said that this company does offer very attractive reporting options. She also stated that instructors have recommended using this for assignments, while continuing to use another proctor method for the final exam. ??? Angie M. shared that Edukan has been using BioSig for a number of years. The group felt comfortable moving forward with this process. | Ange Sullivan |
| Presentation of EDUC XXXX First Year Experience Seminar Proposal for Fall 2016 (attachment)Angie Maddy shared some information about the happenings of the Student Success course events/meetings. She does not feel confident that some of the content recommended to be taken from the Student Success course should be eliminated. Barton has met with FHSU regarding their First Experience program and feels it would be more valuable to do a comparison with colleges like ‘us’. Although Student Success is a great tool and we like to require that students take this course, there is no way to detect that each student takes this.The First Experience course will be piloted in Fall 2016. How will advisors know what students to place in this class? Largely be on the SSS personnel to identify these students. A lot of opinion questioning the material contained in the First Experience course vs. Student Success? Do we really need this new course? Why would we replace or revamp the Student Success course when it is successful.Rick will present more information at the next meeting. |  Dr. Abel |
| 2 + 2 Barton CC Emergency Management – Barton/Kansas-Wesleyan (attachment)This is something that has been in the making for a couple years now. They were waiting on some additional online course offerings. They will take anything required in our AAS degree, and then steer in the proper direction for that particular student. Elaine stated that she agrees with Bill regarding K-State’s lack of interest in cooperating with Barton relating to 2 + 2 programs. Ashley wanted to know what kind of timeframe we are looking at? Bill stated here and now. Dr. Garrett instructed Bill to send the information to Lori and then submit for required signatures. | Bill Nash |
| Faculty Qualifying Credentials:1. Status Update – Deadline?

Elaine – Excited she now has one spreadsheet that includes all review information. Her department has devised a plan and they are working on this process. They may be about ½ done in total. In her area, she is not as worried about credentialing, more worried about retirements. Ashley – Same as Elaine. Not done. Fort Leavenworth is completely done. Full time at Ft. Riley are complete. The adjuncts/online faculty are a work in process. The process is slow-moving and ever-changing. 1. Evaluation of Courses: <http://www.converse.edu/office/registrar/course-offerings-academic-catalogs/>

Dr. Garrett questions whether or not HLC would look at transcript matter in depth. The majority thinks the decision makes sense.  | Dr. Garrett  |
|  Bookstore Issues – New CompanyAnge is having issues keeping books in stock. Ange is looking at eCampus textbooks as a new Bookstore Company. Mark D. also suggested using this same company for a Great Bend campus bookstore online ordering option.  | Ange Sullivan |
|  Email – Official AddressDiscussion regarding requiring students to use their Barton email as the only email address. Are we going to keep Barton email as the primary source of communication? The problem was identified during the Canvas process. The emails uploaded are the Barton email addresses – which may or may not be the email used by the student. In Canvas, the student can add a different email address for communication – selecting it as their preferred email. Canvas currently allows students to then delete their Barton email. Angie Maddy brought forth discussion regarding the situation we have created by allowing students to use alternate emails. She believes if we would have stayed firm in using Barton’s email we would not have the questionable communication issues we are now faced with. Elaine agrees with Angie M. Ange Sullivan’s recommendation is that a decision is made as to what email we are going to require students to use for communication and that we educate in that direction.In Canvas you can only prefer one email. Can Genius/Canvas provide students with the Barton email info upon initial setup.The group voted to continue as we are – promoting using Barton as the preferred student email option. |  Dr. Garrett |
| Individual Departmental Meetings - (Adjunct, F2F, and Adjunct Online Faculty)Dr. Garrett asked if departmental meetings are currently being held within divisions? Elaine offered that every August Great Bend adjunct faculty are invited to a learning session. Dr. Garrett recommends ALL faculty –full-time/adjunct/online (at all locations) to come together for a meeting. They used to do it on a Saturday years ago. Dr. Garrett wants to know if this is do-able given current technology? Ange stated that she had recommended faculty uniting to discuss curriculum/etc., but there are dynamics involved. Discuss further at next meeting. | Dr. Garrett |
| Discussion Relating to Alignment of CourseworkDiscussion relating to a campus video on dissection. The group voted that content of that nature should not be videoed or aired for marketing purposes. | Dr. Garrett |

**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. Increase student retention and completion

2. Enhance the Quality of Teaching and Learning

***Cultivate Community Engagement***

3. Enhance Internal Communication

4. Enhance External Communication

***Emphasize Institutional Effectiveness***

5. Initiate periodic review of the Mission Statement and Vision Statement.

6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

***Optimize Employee Experience***

7. Develop more consistent & robust employee orientation.

8. Enhance professional development system.