|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | Deans Council |
| Date | 4/26/2017 |
| Time | 2:00 – 3:30 p.m. |
| Location | S-139/GoToMeeting |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Jane Howard | x | Bill Nash | | |  | |  |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Lori Crowther | |  |  |  |  | | |  | |  |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Follow-up from 2/28/2017 Meeting | | | | | | | | | | | |
| Primary Contract/Overload Contracts/Service Time Model – Group Meeting   * The group came up with a process to handle these items. | | | | | | | | | | | Elaine |
| Faculty Evaluations   * FT/Regular, Part-time – These are done for those faculty on tenure track. Tenured faculty evaluation deadline is in May. * Adjunct – Jane is done. Brian, Ashley and Bill are still working on. * Future Tool – No one is happy with the current process for evaluations. Elaine wants to discuss ideas at some point. | | | | | | | | | | | Elaine |
| Staff Appraisals   * Need to go to HR when completed. | | | | | | | | | | | Elaine |
| New Discussion Items | | | | | | | | | | | |
| Global Email Addresses (Distribution Lists)   * Discovered the global email lists are not correct. * May work on cleaning these up at a later date. | | | | | | | | | | | Elaine |
| Out-District Approvals   * Elaine and Sarah are learning the process and working through them. * A procedure and timeline are being developed. | | | | | | | | | | | Elaine |
| Academic Calendar   * Years 17-18 are approved. Years 18-19 and 19-20 are drafted. A team will meet next week to review the drafts. | | | | | | | | | | | Elaine |
| Program Review   * No update. | | | | | | | | | | | Elaine |
| BioSig Proposal   * With Elaine and going to the President. | | | | | | | | | | | Elaine |
| Syllabi Project   * Brian is still working on some. * Ashley has some. * Bill is done. | | | | | | | | | | | Elaine |
| Grade Documentation   * Should be saved on T: drive. * Brian and Ashley are good. * Bill still has some. | | | | | | | | | | | Elaine |
| Assurance Argument – Accreditation   * Due August 14. * Report at President’s Staff in May. * Meetings are scheduled with core group. | | | | | | | | | | | Elaine |
| Professional Development   * Changes in how the college will use professional development dollars are coming. * Send Elaine any concerns. | | | | | | | | | | | Elaine |
| KBOR Assessment & Placement Draft Guidelines & Response   * Everyone received a copy of this report. * Send Elaine any feedback. | | | | | | | | | | | Elaine |
| Academic Integrity Policy (2502) – see attachments   * Dr. Garrett revamped the policy the end of 2016. * Received employee comments on the policy from the February President’s Staff meeting.   + Will make adjustments to policy language per employee comments. * Electronic AI Form – faculty will complete for any type of situation (general cheating or worse)   + The form only needs to go to Lori Crowther if it’s an XF. Forward to Lori – she needs to be notified right away. Do not wait until completing the hard copy XF form to notify Lori.   + VP office receives the form via email, logs it and monitors for ongoing offenders.   + Action Item for VP office: Need to come up with a process for the VP office. At what point do we notify faculty of repeat offenders and how do we notify them? * AI Course – PHIL 1612   + The course is now regularly scheduled – every 9 weeks.   + Currently only one instructor. May need to look at adding more instructors.   + Need to define “pass”. Is it a C or D? * Proposed process if student awarded XF. XF form will be completed by the instructor and approved by the Dean and VP.   + AI course should be mandatory.   + Student can’t take anymore classes unless they are enrolled in AI course.   + Student must successfully complete the AI course to continue with their Barton education.   + Faculty member will still designate on the XF form if the “X” can be removed upon completion of AI course.   + Question pertaining to whether the student is prohibited from future classes with the instructor will be rewritten to be more clear. * Need a process to monitor if the student has enrolled in the AI course or if they enrolled in any other classes. This should be handled in Maxient.   + Per Lori if a student has an XF then there will be an XF hold on their account. * Elaine will work on rewriting the letter sent to students. | | | | | | | | | | | Group |
| Faculty Credential Paperwork   * Elaine is going to overhaul the policies. * All catch-up work was done but new people have been hired and the forms weren’t completed. * Brian updated the Faculty Qualifying Credentials spreadsheet. | | | | | | | | | | | Elaine |
| AVP Update   * Elaine applied for the VP position. * Brian is officially Dean of Academics May 1. | | | | | | | | | | | Elaine |

**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** | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement** | **Optimize Employee Experience** |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |