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| AGENDA/MINUTES |
| Team Name | Deans Council Meeting Minutes |
| Date | December 12, 2017 |
| Time | 1:45-3:45p.m. |
| Location | S-139  |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| x | Brian Howe |  x | Jane Howard | x | Kurtis Teal | x | Kathy Kottas |
| x | Angie Maddy |  x | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** Academic Integrity
	+ FC Chair Cox Feedback
		- FR/FL/BOL Courses Have College Policy Quiz Including Academic Integrity Questions in Course Shells; F2F GB Classes?
		- Brian isn’t sure that we need the quiz
		- Angie ask if it could be a check box? The students should see it but not in every course
		- Could it be in the Portal, in a section called policy and procedure or academic integrity?
		- Recommend Academic Integrity Module In All Course Shells with Quiz
			* Timeframe/Announcement/Rationale
			* Courses Without Shells
			* The academic integrity spreadsheet is looked at daily. The VP’s office is sending certified letters.
			* The athletic mentor has ask for copy of the athletes on the spreadsheet.
			* Revisit Academic Integrity in another meeting
	+ Revised Basic Reporting Form (Evaluation Kit)
	+ Revised XF Form
	+ Integrity Database – Faculty Notices of Repeat Offenders
	+ Basic Violations Shifting to Capital
	+ BioSig Update (Claudia)
	+ There was a second meeting with BioSig today (12-12-2017). There is a web site call max mind that can determine the location for VPN
	+ AI Forensics Work (Brian)
* Employee Appraisals & Evaluations
	+ - Adjunct - January 12
* Strategic Planning
	+ Completed Draft Plans to Me – January 2
* Program Review
	+ Reviews Due to Me – January 29
* Revised Class Minimums – January Start
* Faculty Credential Form
	+ Update Completed/Document Shared
	+ Procedures and Checklists Updated
* Course Development Fees
	+ Claudia’s References – Council’s Feedback
	+ Claudia’s Recommendation
	+ Claudia feels that is faculty gets paid to create the course, it needs to meet standards. It is OK to use resources but don’t make them the class
* Outcomes Assessment
	+ OAC Representative – Ashley
	+ New CAT Subcommittee
	+ Assessment Academy Selection
	+ Brian is not sure that adjuncts should serve on the Assessment Academy. The reason is that this is a “many” meeting academy and adjuncts have full time jobs as well as serving the college
	+ Jo is working on a syllabus for the Assessment Academy
	+ Program Assessment
	+ There is a meeting the end of January
	+ Jo’s Attendance at Dean’s Council
	+ Jo will attend every other Dean’s Council meeting (except during the summer)
* Phone Hunt Groups – Office Areas
* January BOL Division Meeting – January 2 & 4
* February Academic Integrity Faculty Forum
* Holiday Issues – IT (email to Michelle, Renee and Amy)
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| **New Discussion Topics*** January Professional Conference Days – Remote/Live Participation
* Evaluation Kit
	+ Training Video
	+ Review/Communication Plans
* Adjunct Faculty Email Addresses – All Must Use Bartonccc.edu
	+ Implementation Plan
* 2511 Procedure – Grade & Attendance
	+ Lori’s Input
	+ Faculty Council Input
* Finals Schedule – Evening Classes
* The finals schedule needs to include when evening classes take their finals
* New Professional Development Committee
	+ Membership: Ashley, Kurt, Kathy, Mark, Julie, Michelle, Brandon & Cathie
	+ Definitions, Practices & Documentation
* Documenting Committee Membership
* ADA Compliance Courses (Claudia)
* ADA Compliance Word Documents/PDF
* Course Cancellation/Early Releases Discussion
* NISOD
	+ Award Recommendations
	+ Faculty Council Proposal (Academic Integrity)
	+ Faculty Council is moving forward with the Academic Integrity presentation and representing Barton
* AACC Award (Faculty)
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| **Action Items*** **Look at procedure 2470 Intellectual Property**
* **Claudia will send a draft two for class writing**
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