|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | Dean’s Council |
| Date | 6/19/2017 |
| Time | 1:00 – 2:30 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 | | Kurtis Teal |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | | x | | Denise Schreiber |
| Guests | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  | |  |
|  |  | |  |  |  |  | | |  | |  |
| Topics/Notes | | | | | | | | | | | Reporter |
| Follow-Up from 4/26/2017 Meeting | | | | | | | | | | |  |
| Academic Integrity Policy (2502)   * Policy and forms updated – see attachments * Elaine is still working on the letter | | | | | | | | | | | Elaine |
| Global Email Addresses (Distribution Lists)   * Academic, FR, FL and GVP are all updated * Denise is working on WTCE * Elaine will send a communication when all lists are updated | | | | | | | | | | | Sarah |
| Out-District Approvals   * 43 approvals sent May 3 * 40 received back   + Washburn Institute of Technology has not returned their form   + Northwest Kansas Technical College has not returned their 2 forms * Sarah will send to KBOR by June 30 for their approval | | | | | | | | | | | Sarah |
| Academic Calendar   * Years 17-18, 18-19 and 19-20 are posted on the web site * Finals schedule years 18-19 and 19-20 are posted on the web site * BOL – currently prepared one year out, will move towards preparing the calendar 3 years’ out * FR/FL – currently prepared 1 year out * Need to review the web page to determine if it needs to be more specific to GB campus/BOL/FR/FL | | | | | | | | | | | Elaine/Sarah |
| Syllabi Project   * Still some syllabi outstanding * Brian is looking into a new program for creating and maintaining syllabi…more to come | | | | | | | | | | | Elaine |
| Grade Documentation   * Spring is almost done | | | | | | | | | | | Elaine |
| New Discussion Items | | | | | | | | | | |  |
| August 1st Dean’s Council Retreat   * 17-18 Goal Setting – Alignment with Strategic Plan   + What do we want to accomplish in the next year?     - OER     - Student credit hour limits – establish policy * Other   + FLAC | | | | | | | | | | | Elaine |
| Dean’s Council Meetings   * Frequency/Time – once a month, 90 minutes, through Dec. 2017 * Guests (IT, HR, Library, Title IX) – need to reflect on our interaction with these areas, how are we engaging with these areas | | | | | | | | | | | Elaine |
| OER   * Need to pay those who are writing for OER and license under creative content * Need to tag those courses in the bulletin or web site as low cost or OER * Need additional meetings to discuss this topic | | | | | | | | | | | Ashley/Brian |
| Student Credit Hour Limits   * There was prior discussion with Dr. Garrett about writing a policy * Need to revisit this topic | | | | | | | | | | | Angie |
| Prerequisites for Online Classes once we move online enrollment to Banner (through Banner self-service)   * Need to move prerequisite check to before enrollment instead of after enrollment, this would avoid the large number of drops * This should improve with the move to online enrollment in Banner * Enrollment Rx is going live 7/17/2017 | | | | | | | | | | | Angie |
| Miscellaneous   * Elaine is going to form a student advisory board – this came from the leadership retreat * Hiring guidelines need updated, specifically in regards to faculty credentials (2460, 2461) | | | | | | | | | | | Team |

**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* |  |