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| AGENDA/MINUTES |
| Team Name | Dean’s Council |
| Date | 6/19/2017 |
| Time | 1:00 – 2:30 p.m. |
| Location | S-139/GoToMeeting  |

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| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent 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* |  |