|  |
| --- |
| AGENDA/MINUTES |
| Team Name | Deans Council Retreat |
| Date | August 1, 2017 |
| Time | 10:30 a.m. – 2:00 p.m. |
| Location | L-116  |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel  |
| Team members | Present XAbsent O |
| x | Brian Howe |  x | Jane Howard | x | Kurtis Teal |  |  |
| x | Angie Maddy |  x | Claudia Mather | x | Ashley Anderson |  |  |
| Guests |
| x | Denise Schreiber |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **10:30-11:30a.m. Opening Session** |  |
| **Team Roundtable*** **Why Dean’s Council?**
	+ Teamwork
	+ Coordination
	+ Communication
	+ Advice
	+ Recommendations
	+ See bigger picture
	+ Buy-in
	+ Awareness
	+ Collaboration with student services
	+ Opportunity for larger conversations
	+ Unity
* **What drives you to be a Dean?**
	+ Lead
	+ To make a difference
	+ Good team members/right team members
	+ No dull, boring days
	+ Serving students through serving faculty
	+ Inspiring students/employees
	+ Dr. Law – Is it good for the college? Is it good for students?
* **What drains you as a leader?**
	+ Drama
	+ Negativity
 | Group |
| **Mission/Vision Statements – Office of Instruction*** Current Mission – Educate, train and serve!
* Current Vision – Barton County Community College will serve as a reputable provider of unique and responsive learning experiences that are enhanced by partnerships and exceptional student services.
* College Mission/Vision Statements - <https://www.bartonccc.edu/missionandvision>
* Separate mission/vision for instruction will require us to measure success for HLC
* If we don’t have a separate mission/vision for instruction need to include the overall college mission/vision on instruction web page
 | Elaine |
| **11:30a.m.-12:00p.m. Lunch** |  |
| **June Follow-up Discussions*** Academic Integrity Procedure – discussed updates during meeting

* Global Emails – Email distribution lists have been updated to communicate to the proper employees. Elaine will send out an announcement once ready to release new/updated groups.
* Out-District Approvals – Sarah will send out master spreadsheet of the approved/not approved courses/locations.
* Academic Calendar – Currently have a 3-year calendar for GB. The goal for BOL is a 3-year calendar, currently have 1 year. FR has a 1-year calendar, GVP doesn’t have one. Working on updating the GB calendar to notate specific GB dates.
* Syllabi Updates – Update the syllabi as they need to be updated. New members joining LICC in August.
* Grade Documentation – Assuming it’s working??
 | Sarah/Elaine |
| **Procedures Up for Review** – Dean’s will review these procedures once academic integrity is completed* <https://docs.bartonccc.edu/procedures/2465-facultyqualifications.pdf>
* <https://docs.bartonccc.edu/procedures/2460-hiringregfacstaff.pdf>
* <https://docs.bartonccc.edu/procedures/2461-hiringassocfac.pdf>
* <https://docs.bartonccc.edu/procedures/2481-faculty_eval_process.pdf>

  | Elaine |
| **Procedures for Creation*** Substitutes
	+ Looked at other KS community college websites for their policy, not much luck. Maybe Julie could reach out to her HR associates at other schools??
* Student Credit Hour Limitations
 | Elaine |
| **Fall Activities*** Faculty Evaluations – Process & Timeline
	+ Elaine will send out a template with deadlines
* Strategic Planning – Process & Timeline
	+ Current Spreadsheet Format – want to slim down/clean up the spreadsheet template, suggestions from Dean’s; Elaine will revise the timeline; Dean’s check with their teams what their wishes/needs are
	+ Waiting on Mark to know what the Dean’s will get/won’t get from their strategic plan spreadsheet
* Faculty Handbook – no movement since April; on Elaine’s radar; will research others schools; will send out drafts for Dean’s to review
 | Elaine |
| **Discussion Topics*** Professional Development – approval from President to create work group
* One Online Bookstore – Common Textbooks – Mark Dean is researching this
* Administrative Assistant Development/Teamwork (Elaine) – wants to give support staff more of a voice
* Summer Programming – almost non-existent on campus; year-round night classes are slim as well
* Further Communications – FLAC – Elaine has sent out communications/emails
* Assessment (Budget/Resources/Faculty Access to Funds) – opportunity for faculty to submit form to do assessment projects; Dr. Garrett was willing to put $500 in that pot; already spent over $500 on resources for Jo for assessment – do we need a process to write up a form and apply for it??
* BOL Audit – another meeting tomorrow; long term project
* Non-Activity/Non-Attendance Online – process is changing; Claudia will send an email detailing this
 | Elaine |
| **2017-2018 Goals*** Faculty Orientation & Mentoring
* OER
* Student Advisory Board (Elaine)
* Program Review
* Build common course outlines for gen eds
* Guided pathways
* Other
 | Elaine |
| **1:30-2:00p.m. – Dessert & Wrap-Up Discussion** |  |

**ENDS:**

|  |  |
| --- | --- |
| ESSENTIAL SKILLS                              | “BARTON EXPERIENCE” |
| WORK PREPAREDNESS                     | REGIONAL WORKFORCE NEEDS                        |
| ACADEMIC ADVANCEMENT              | SERVICE REGIONS |
| PERSONAL ENRICHMENT                  | STRATEGIC PLANNING |
| CONTINGENCY PLANNING |  |

