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

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | | |
| Team members | | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Jane Howard | x | Kurtis Teal | | |  | |  |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | |  | |  |
| Guests | | | | | | | | | | | |
| x | Denise Schreiber | |  |  |  |  | | |  | |  |
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| 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:**

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

