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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Tuesday, February 25, 2020 |
| Time | 1:30-3:00p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Procedure #2540 – Credit Hour Allocation Discussion with Myrna**  <https://docs.bartonccc.edu/procedures/2540-credithourallocation.pdf>   * Myrna said that student outcomes need to be the same no matter what the format of the class is * HLC standards are that a class will meet at least once a week * Elaine will type a draft edition of our policy 2540 adding language from part E. of Myrna’s email research     **Follow-up Discussions**   * Ellucian Cloud Project   + Ongoing Student Communication   + Ongoing Faculty/Staff Communication   + New Log-In System * Finals Procedure – 2nd Reading (March) * Academic Integrity Procedure – 2nd Reading (March) * Inclement Weather Procedure – Approved * LICC Report (Howe)   + General Education     - Advisor Training     - All Templates Turned into Denise/Sarah   + Concourse     - Pilot going on now     - Draft Process for Using the System with LICC     - Training Plan     - Soft & Final Launch Discussion     - Elaine would like a single message to go out about the changes so everyone gets the communication at the same time * Faculty Credential Form & Transcripts – Completed by May 1 * Elaine will ask Jenna Hoffman if new hires are being added to the credential report * Strategic Planning – Submitted 1/28/2020 * No update * Faculty Evaluations   + Full-Time – March 6 (No Pad)   + Adjunct (Spring) – May 21 * Student Success Academy * Ally Pilot (ADA Project)   + Todd and Claudia Pilot Update   + Moving Forward * Center for Innovation & Excellence * Instructional Reviews   + Follow-up Reports   + Revised Template * Academic Calendars (2021-2022/2022-2023)/Day Schedule   + 2021-22 is posted on the web   + Sarah is working on 2022-23 now   + New Academic Calendar & Scheduling Committee * OER – Message (Fall 2021 – Textbook or Certified)   + Elaine will send messaging out to all faculty * Faculty Workload * Maximum Student Enrollment Procedure   + Requested Re-Run of Report from IE; Caicey indicated backlog of requests * Noel Levitz Implementation   + 2018-19 PACE (fall)/Student Services Survey & CSSEE (spring)   + 2019-20 Student Services Survey (fall)   + 2020-21 Student Services & PACE (fall)/Noel Levitz (spring) * Student Communications – More Discussions/Center Representative | | | | | | | | | |  |
| **New Discussion Topics:**   * NISOD Conference   + Peter, Claudia & Todd (Academics/Center)   + One-Two Additional Faculty (Center)   + Elaine will send an email to find out interest * Substantive Interaction Process * How shall we continue to monitor Substantive Interaction? * Random selection of faculty? * Check faculty every year, every other year, every two years? * Check a certain percentage every month? * Elaine wants to be sure that face to face classes are checked also * BOL Division Meetings   + Late Spring/Summer – Fall (late July/early August)   + Concourse – Targeted Topic * Student Problem Resolution Procedure   + <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf>   + Problem Resolution Form   + Consider aligning the number of days with the Code of Conduct   + Consider creating an FAQ of problems   + Discussion for next meeting * Student Online Forums * Discussion for next meeting | | | | | | | | | |  |
| **Projects**   * New Programming   + Industrial Hemp   + Cybersecurity   + Crane Operations   + CDL Certification/Online   + CJ – Online   + Graphic Design   + Media Production   + Welding   + eSports Programming * OER – Project 5! Plus Three Year Plan * Military Articulation Enhancements/Expansions * Student Interaction * Student Evaluations * Concourse Implementation * 2+2 Agreements – Management, Promotion & Usage/New General Education Program * Faculty Position Descriptions * Policy/Procedure Developments/Reviews   + Finals   + Maximum Student Enrollment – need to address (Myrna)   + Student Problem Resolution   + ~~1105/2100 Inclement Weather~~   + ~~1500/2500 Academic Assessment & Placement~~   + ~~1150/2140 Camps/Leagues~~   + 1476/2466 Adjunct Faculty Compensation   + 1503/2503 Academic Clemency   + 1520/2520 Academic Freedom   + 1501/2501/2502 Academic Integrity   + 1516 Alternative Delivery Methods   + 1515/2515 Arranged and Late Starting Classes   + 1535/2535 Children in the Classroom   + 1504/2525 College to University Articulation Agreements   + 1530/2530 Course Attendance   + 1504/2525 Course/Program Development & Management   + 1502/2540 Credit Hour Allocation   + 1505/2506 Degree Revocation   + 1517/2517 Directed Independent Study Enrollees   + 1510/2510 Examinations   + 1451/2465 Faculty Employment Qualifications   + 1465/2481 Faculty Evaluation Process   + 1511/2511 Grade & Attendance Reporting   + 1505/2505/2506 Grade and Degree Revocation   + 1506/2507 Honorary Degree   + 1502/2540 Instructional Program   + 1463/2470 Intellectual Property   + 1510/2510 Proctored Examinations   + 1410/2426 Sabbatical Leave   + 1420/2435 Barton Distinguished Instructor Awards   + 1517/2517 Directed Independent Study   **Ideas to Maintain**   * Course Orientation (Todd’s Idea) * Canvas Usage (Todd)   **Upcoming Events**   * FY 21 Program Budget Requests – February 2020 (requested by VP Dean) * 50th Anniversary Partnership Event - March 10 * FY 21 Budget Due – April 1 * 2019-2020 Instructional Review Reviews Due – April 1, 2020 * Great Bend Graduation – May 8 * Fort Riley PTK Ceremony – May 19 * Fort Riley Graduation – May 20 * Fort Leavenworth – June 10 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting:**

**March 16**