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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Wednesday, October 28 |
| Time | 1:00-2:30p.m. |
| Location | 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 |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * Spring Semester   + Large Group Events (Career Fair, NACE, Other)     - Jack Kilby Day – cancelled     - Job Fest – cancelled     - Career Fair – virtual     - Senior Days – “Fun Size”     - NACE – group will meet in November to decide     - HS Student Music Festival – undecided, Barton is the host     - JAG Conference – Angie will check on     - Graduation   + Evaluate zoom lab usage   + Both zoom labs will remain open through January * Substantive Interaction Update * ADA Ally Update   + Claudia will put together the number of classes ADA complaint at the end of the fall semester * Assessment Institute – talked to Jo about long-term faculty; Dean has the ability to block faculty member’s participation on a committee (Andrea Jenkins, Luis Palacios, Philip Jacobson, James Miller, Melissa Hardwick, John (Ethan) Mears, Eric Bundy, Emily Cowles and Roni Wertz) * ~~12:15pm September 18~~ * ~~12:15pm September 25~~ * ~~12:15pm October 16 – cancelled due to KCOG conference~~ * ~~12:15pm October 23~~ * 12:15pm November 6 * 12:15pm November 13 * Leadership Institute – Instructional Representatives: Chris Baker, Megan Chambers, Andrea Thompson and Chris Vanderlinde * New Faculty Orientation Monthly Sessions (Shawgi Ahmed, Yuchen Boswell, Andrea Jenkins, Diane McReynolds, Malia Sullivan and Andrea Thompson; Kurt’s Faculty (2) * ~~7:30am - September 14~~~~th~~ ~~– 2019-2020 and 2020-2021 Classes meet with VP Simmons~~ * ~~3:00pm - October 22~~~~nd~~ ~~– Assessment with Matt Connell~~ * 3:00pm - November 12th – Grade Documentation with Lori Crowther * December 1st-4th  – Cougar TALEs * January – No formal sessions, just regular PD open to all * February - Undecided * 3:00pm - March 29th  – Graduation Information with Lori Crowther * TBD - April – End of year celebration / check in * Student Evaluations – New Questions (Fall) * Evaluations/Appraisals   + Staff – Anniversary Month     - Four+ years of service may be moved to an every three year review   + Full-Time Faculty (Ineligible Year, 1st & 2nd and Rotation) – November 6   + Adjunct (fall) due January 10   + Check with Tina on coaching notes location   + Review – FT Agile (Usage)/Adjunct Agile (Usage) * Instructional Reviews   + 20-22 Programs (Removed FR/FL)   + Reviews Begin January 11, 2021   + Template Feedback &Updates (Perkins, Thode & Harrington) * Strategic Planning   + Due – November 13th   + Caution – if item is under $1,000 – do not include on the strategic spreadsheet – use your program budget * Strategic Goals Review – Board Reporting * Integrity campaign aligns with bullet #3 * The Center does professional growth talks with faculty council * November 9-13 is National Distance Learning week, The Center will do promotions * Student survey * Admit Hub * COVID Funds – spreadsheet * Brian will locate four more classrooms for TV’s (for a total of six TV’s) * Kurt’s team received a second Lady Bug * Chemistry will come off the list * In-Person Course Rubric Process (Mather/Simmons)   + Faculty workgroup for discussion, planning and development of a pilot; members   + Planned announcement   + Spring start   + Target full implementation – Fall 2021 * BOL Instructor Updated Addendum of Expectations – Claudia * Readability – Web Editors Session * BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 * Claudia will send the questions they worked on   **New Topics**   * + Online Payment/Agreement   + Could there be very specific requirements for course development?   + Could more than 50% be documented?   + Claudia will draft a document and come back to the team with changes?   + Intellectual Property – Procedure #2470 Intellectual Property   + Claudia will check other colleges to see if they use a similar procedure   + Procedure #2525 – College to University Articulation Agreements   + BOL Teaching Opportunities – should we do anything different with promoting teaching opportunities to current faculty?   + Instructional Technology Fair   + Faculty Credential Form     - Revised form approved by HR     - Outstanding Credential Forms & Transcripts     - Process     - The Dean’s would like to see the form before it goes to the VP   + Economic Development Workgroup   + ENDS Report – Barton Experience   Graduation Survey  Student Services Survey  Faculty are available when I need help – 75% responded “strongly agree” or “agree.” • Frequency of student/instructor interactions is adequate – 78% responded “strongly agree” or “agree.” | | | | | | | | | |  |
| **Projects**   * Noel Levitz Implementation   + Plan Submitted 10/6/20; Center Leadership * Statewide Articulations   + Sterling College – Update     - Participation     - Dual Advising     - Web Site Verbiage   + Arizona State University * 2+2 Agreements – Management, Promotion & Usage * Faculty Position Descriptions * Faculty Workload   + Feedback from Myrna * Great Bend/Fort Riley LSEC Partnership * Direct Assessment – a shift from Open Entry/Open Exit programming * Full degree with all OER certified courses * New/Updated Programming – Discuss on Behalf of Community Partnering   + Industrial Hemp   + Cybersecurity   + Crane Operations   + CDL Certification/Online (SAPP)   + CJ – Online   + Media Production   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth   + HZMT and EMHS – Certificate – In Process * OER – Project 5! Plus Three Year Plan * Military Articulation Enhancements/Expansions * Concourse Final Implementation * 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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: November 19**