|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Wednesday, November 13 |
| Time | 1:30-3:00p.m. |
| Location | S-139/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Course/Institutional Assessment – Kurt Konda (email sent 11/11)*** Course/Institutional Assessment Committee is Kurt Konda, Jo Harrington, Karly Little, Charlotte Cates, Laura Schlessinger
* The committee picked five courses, approached the instructors, ask them if the process works for them and what they are doing with the data.
* Courses are Phlebotomy, American History 1877 to present, Business English, Anatomy and Physiology, Elements of Statistics
* Brian is concerned that some instructors won’t know about the data or what to do with it.

**Follow-up Discussions*** Ellucian Cloud – Banner will be down from Wednesday, March 18th at 5:00p.m. through Saturday, March 21st. Plans are to return to full functioning operations on Sunday, March 22nd.
	+ Updated Plan – Sent via Email 11/12/19
	+ Elaine will begin sending faculty email on November 18
* Finals Procedure – Updated – Sent via Email 12/12;19
* Elaine will send the cleaned up draft to instruction, thank by name the people that had input and faculty council
* She will then send it to HR
* Communication needs to be made to the students from the beginning, either through Admissions or Student Services
* LICC Report (Howe)
	+ General Education
	+ Concourse
* Faculty Credential Form & Transcripts
	+ HR Faculty Credential Spreadsheet
		- X=missing information, blank=faculty OK
		- Transcripts
	+ Credential Form – Sign Prior to Interview
	+ Don’t Fill in Exception Section Unless You Need an Exception
* Strategic Planning
	+ Due November 29
	+ Claudia, Kurt, Brian, Kathy, Stephanie, Jenna, Regina
	+ Elaine – Leadership Institute (Additional Funding) – Other?
* Faculty Evaluations
	+ Full-Time – November 8
	+ Adjunct (Fall) – January 10
	+ Agile Pilot Update
* March Partnership Event – Partners for Board Meeting
* Send an email by November 15 with suggested partners for the March 50th anniversary event
* Student Success Academy – Faculty Representatives
* Possible faculty – Deanna Heier, Maggie Tracy, Kristin Steele, Heather Panning, Emily Cowles, Karey Marshall
 |  |
| **New Discussion Topics:*** Ally Pilot
* Ally is product with an ADA checker downloaded into Canvas
* It will tell where problems are and how to fix them
* Starting with a six month trial on January 6, 2020 (the start of the fiscal year)
* Plan to get 10-20 faculty to test the product
* Ally is a continual scan that scans everything but will not do closed captioning
* Send preferred faculty to test by Friday November 15
* Faculty Funding Opportunities
* Potential Personnel Change – Center
* Policy/Procedure Project Leadership
 |  |
| **Projects*** Bartonline Scheduling – Addition of Session (Summer 2020)
* Faculty Work Load
* Faculty Evaluation/Staff Appraisal – Online
* New Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online
	+ CJ – Online
	+ Graphic Design
* Instructional Review
* OER – Project 5! Plus Three Year Plan
* Center for Academic Innovation & Excellence
* Military Articulation Enhancements/Expansions
* ADA Compliance
* Student Interaction
* General Education Implementation
* eSports
* Student Evaluations
* Noel Levitz Implementation
* Concourse Implementation
* Statewide Articulations
* 2+2 Agreements – Management, Promotion & Usage/New General Education Program
* HLC Student Success Academy
* Faculty Position Descriptions
* Policy/Procedure Developments/Reviews
	+ Finals
	+ Maximum Student Enrollment – need to address (Myrna)
	+ 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*** Program Review 2017-2018 Follow-up Report Due – November 15
* ECF Learning Celebration – November 21
* Strategic Financial Plans Submitted – November 29, 2019
* 2019-2020 Program Reviews Commence – December 1, 2019
* VP Christmas Party – December 4
* Class of 1971 Reception – December 6
* FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
* 50th Anniversary Partnership Event (March)
* 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
 |  |
| **Strategic Goals**Drive Student Success1. Advance student entry, reentry, retention and completion strategies.2. Commit to excellence in teaching and learning.Cultivate Community Engagement3. Expand partnerships across the institution.4. Reinforce public recognition of Barton Community College.5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.Emphasize Institutional Effectiveness6. Develop, enhance, and align business processes.7. Manifest an environment that supports the mission of the college. Optimize Employee Experience8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.9. Develop, enhance, and align business human resource processes. |  |

**Next Meeting:**

**January 7th**