Agenda/Minutes	
Team Name	Dean's Council Minutes
March	September 26, 2019
Time	1:30-3:00p.m.
Location	S-139/Zoom

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								

Topics/Notes	Reporter

Follow-up Discussions
• Saturday – 50th Anniversary Event
• 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.
   o Student Notification Timeframe
      ▪ Students are Enrolling for March Now (BOL)
      ▪ Other Students
      ▪ Faculty should prepare for four days of down time
      ▪ Notify students the start of Spring semester?
      ▪ Again two weeks before the going down
      ▪ Student Services will email enrolled students about the down time (this includes FR, FL, GVP)
      ▪ Be sure to let any night programs know of the down time also
      ▪ Notifications will be: message in the portal and canvas, message on the web sliders, message on social media
   o Faculty Notification Timeframe
      ▪ Kurt has made notification
      ▪ Week of November 18 or Sooner
   o Drop Date During March
• Finals Procedure
• LICC Report (Howe)
   o General Education
      ▪ Certificate Template
      ▪ The zone and sector don't mean as much on the certificate curriculum guide
      ▪ Sarah added an elective box and review date to the template
      ▪ We may have to revisit this topic next year and semesters guide added to the template will be looked at
   o Concourse	

- o Ange Davied will take the lead for 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	

o Ange Davied will take the lead for 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
- Elaine will ask for another $5,000 for Leadership Institute
- Stephanie Joiner will put together a plan for academic development
- Funds for face-to-face course development?
- Faculty Evaluations
  - Full-Time – November 8
  - Kurt Teal would like a list of ALL the faculty in his combined areas due for an evaluation
  - Adjunct (Fall) – January 10
  - Reviewing Draft Online Tool (Agile)

New Discussions
- Instructional Council
  - First Meeting – November 12th
  - Instructional Council (suggestions) - Lee Miller, Erin Eggers, Todd Mobray, Stephanie Joiner, Jo Harrington, Peter Solie, Jane Howard, Mary Foley, Carol Murphy, Lindsay Holmes, Terri Mebane and Erika Moss
- Student Advocate
  - Student Problem Resolution
  - Code of Conduct
  - Brian feels the difference in the procedures is:
    - Problem Resolution the student has a problem and is an appeal, there is should not be a need for an advocate, unless they are a witness
    - Code of Conduct the faculty/college has a problem and is bringing it forward, if an advocate is brought, they cannot speak

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
- HLC Student Success Academy
- Title III – if approved
- Faculty Position Descriptions
- Policy/Procedure Developments/Reviews
  - Finals
  - Maximum Student Enrollment
  - 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 – October 25
- 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	
Action Items • Take a look at Procedure 2500-Academic Assessment, Placement and Re-Testing, bring back discussion points	
Strategic Goals Drive Student Success 1. Advance student entry, reentry, retention and completion strategies. 2. Commit to excellence in teaching and learning. Cultivate Community Engagement 3. 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 Effectiveness 6. Develop, enhance, and align business processes. 7. Manifest an environment that supports the mission of the college. Optimize Employee Experience 8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth. 9. Develop, enhance, and align business human resource processes.	

Next Meeting:
October 28