|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, April 1, 2021 |
| Time | 10:30a.m.-12:00p.m. |
| Location | 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 |
| x | Stephanie Joiner | x | Jenna Wornkey |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Student Academic Development (10:30-11:00a.m.)*** Student/Faculty Preparations

**Follow-up Topics*** Cyber Security Training
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring 2021) – May 20
* Instructional Reviews
	+ 2019-2021 Goal Reviews
		- ~~February 1, 2021~~
		- May 1, 2021
		- September 1, 2021
		- December 1, 2021
	+ 2020-2022 Reviews
		- All Received
	+ 2021-2023 Reviews
		- Template Discussion
		- Brian, 3rd bullet under Review of Data, his faculty couldn’t figure out what they were looking at
		- The cancelled classes portion is manual
		- Assessment of Student learning, he hopes there is some Professional Development for faculty
		- Kathy’s hopes that when her faculty work with Jo the Assessment piece will be easier
		- The data is not correct, it showed they were 500 Nursing students, could it be pulling the pre-nursing students?
		- There need to be IR built slicers for Welding to show between ECF, LCF and Barton campus
		- Jo plans to start a Program Assessment group
		- Strategic Planning Schedule
			* Summer Retreat
			* Instructional Reviews
				+ Rubric
			* Financial Requests
				+ Opinion – three year planning
			* Goals
* Strategic Plan Submitted
* Look at submitting one or two years of requests
* In-Person Course Rubric Process (Mather) - Update
	+ Spring 2020 Start; Target implementation – Fall 2021
* BOL Instructor Updated Addendum of Expectations
	+ Erin’s Email Done
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair Update
* Procedure #2525 – College to University Articulation Agreements
	+ Policy 1504 – Course/Program Development and Management
		- Submitted to HR; College-Wide Review Notice; April President’s Staff (First Reading)
* Faculty Position Descriptions
	+ FT/PT – Draft to Faculty Council; no Response
	+ Adjunct
* Faculty Workload
* HLC Site Visit – October 24-25, 2022
* Have classrooms clean and organized, office space clean and organized
* FR/GVP Site Location Visit – June 24
* COVID Funds – New Disbursement
* GB Campus Enrollment Work Group – March 18
* Graduation Activities
	+ Fort Leavenworth (June) – Virtual/F2F
	+ Virtual graduation, June 16
	+ Fort Riley Honors Ceremony – April 21st
	+ Fort Riley (May 27) – Delivery Unknown
	+ GB – May 14
	+ F2F, two guests per graduate
	+ ~~Hon~~ ~~Strategic Planning Schedule~~
	+ ~~2021-2025ors Celebration~~, Nurse Pinning, MLT Pinning, EMS Cording & GED
	+ Nurse pinning-limited guests
	+ MLT pinning-December
	+ Distinguished Instructor
* Edukan
* General Education (KBOR)
* Online Proctoring Contracts
* BOL Orientation (Mather)
* Noel Levitz Update (Mather)
* OER Plan (2022-2024)
* Faculty Handbook
* Employee Onboarding

**New Topics*** Student Problem Resolution - <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf>
* HLC Physical Preparations
* Assessment
	+ Spotlight Videos
	+ New Program Assessment Committee
 | Stephanie |
| **Projects*** Direct Assessment – a shift from Open Entry/Open Exit programming
* Full degree with all OER certified courses
* New/Updated Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CJ – Online
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth & Fort Riley
	+ Corrections – Fort Leavernworth
	+ HZMT and EMHS – Certificate – KBOR Approved/HLC/DOE
* Military Articulation Enhancements/Expansions – General Education
* 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: April 19**