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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, April 19, 2021 |
| Time | 2:30-3:45p.m. (Dean’s Council)/3:45-4:30p.m. Faculty Description Review  |
| Location | Zoom |

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| 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 |
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| Topics/Notes |  |
| **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
		- 21 Received; Three Reviewed
	+ 2021-2023 Reviews
		- Instructional Review vs. Program Review (HLC & Program Assessment)
		- Instructional Program Review for a title?
		- New Instructional Review Committee
		- Template Update
		- Shift Financial Strategic Planning to One Year Instead of Three
		- Shift Financial Strategic Planning to Programs Going Through Review
		- Strategic Planning Schedule
			* Summer Retreat with Instructional Council
			* Wrap-Up/Strategic Decisions – Dean’s Council
			* Instructional Reviews/Financial Requests
				+ Timeline (Reports Ready by October 1)
				+ Finalize before Christmas break
				+ Goals
* Strategic Plan Submitted – Mark Starting to Review
* In-Person Course Rubric Process (Mather) - Update
	+ Spring 2020 Start; Target implementation – Fall 2021
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair Update
* Launch June 7, 2021 and leave open for the summer
* 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 – Faculty Council Response
	+ Adjunct
* Faculty Workload
* HLC Site Visit – October 24-25, 2022
* FR/GVP Site Location Visit – June 24
* COVID Funds – New Disbursement
* Graduation Activities
	+ Fort Riley Honors Ceremony – April 21st
	+ Fort Riley (May 27) – Delivery Unknown
	+ Nursing Pinning, EMS Cording & GB Commencement – May 14
	+ Fort Leavenworth (June 16) – Virtual
	+ Distinguished Instructor
* Edukan – Course Preparation Plan
* General Education (KBOR)
* Online Proctoring Contracts
* BOL Orientation (Mather)
* Noel Levitz Update (Mather)
* Extend one more week, we at 14% for F2F and 15% for online
* OER Plan (2022-2024) – Email from Lee Miller
* Need more updates on status of OER courses
* Faculty Handbook
* Employee Onboarding

**New Topics*** Student Problem Resolution - <https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf>
* Would like to move to five college business days instead of seven days
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| **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
* 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
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| **Action Items** |  |

**Next Meeting: April 19**