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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, January 24, 2022 |
| Time | 1:30-4:00p.m. |
| 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 |
| x | Matt Connell |  |  |  |  |  |  |
| x | Jo Harrington |  |  |  |  |  |  |
| Topics/Notes |  |
| **Guests: Matt Connell and Jo Harrington (1:30-2:30p.m.)*** Faculty Bootcamp Project
* Came from a conversation with Erika Jenkins-Moss, need for the basics of how do we do teaching
* Syllabus development (Concourse)
* What sections can be edited
* Instructor policies
* Examples on how to write a good objective
* Course Design Project
* A resource that targets the student to content interaction
* Barton currently has three licenses to use H5P web site, The Center’s strategic plan is asking for 25 more (the licenses are based on the people building it) faculty can currently send the URL to their page and the builders will place it in the course
* Revamping course templates
* Build a blueprint course inside of Canvas
* Course Rubric Project
* There is a draft and it is ready to submit to the VP (the draft is for any course and all course deliveries)
* Course Binder Project
* Created for CEP Instructors
* Process to ensure appropriate quality and rigor

**Follow-up Topics*** Physical Contact Statement – Email Sent January 19th
	+ Final List of Courses that Will Need the Statement Added to the Course Syllabi
	+ Summer 2022 is the target implementation
	+ Process for Updating Program Handbooks
	+ WTCE handbooks updated during the summer and will be in the 2022-23 handbooks.
	+ Military Programs is under review now and can add the statement
	+ Communication Strategy for Faculty Notification
	+ Military Programs will notify faculty
	+ WTCE Executive Directors will visit with the leads of the programs
	+ Academics will notify their faculty
	+ Faculty Handbook?
	+ Does not need to be in the Faculty Handbook
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (fall 2021) – January 7; Adjunct (spring 2022) – May 19
	+ FT Faculty in the tenure track or tenured rotation to Elaine – **March 4 (No Extensions)**
* Instructional Reviews
	+ Instructional Reviews 2021-2023
	+ Instructional Goal Reports (2020-2022 and 2021-2023) Due February 1
* Strategic Plan
	+ FY 22 Strategic Approvals – Status
	+ Brian hired a videographer (but he is currently deployed)
	+ Brian will check with Michelle on lighting
	+ Kurt will check on the touch screens and will follow up with Erika Jenkins-Moss
	+ Kathy has not hired a CDL instructor but there is a driving assistant that may move up
	+ Welding instructor is being advertised
	+ FY23 Strategic Planning
		- Reviewing
		- Meeting with Mark & Michelle
* Procedure #2470 Intellectual Property (Mather)
* Faculty Workload – Need to Discuss with President
* HLC Site Visit – October 24-25, 2022
* General Education (KBOR)
* BOL Orientation (Mather) – Status Complete
* Procedure #2535 Children in the Classroom – 1st Reading Complete
* Student Maximum Credit Hour Procedure
* Anatomage Table – Online Version/Increased Usage
* Fiscal Year 22 Instructional Goals & Activities
* Diversity, Equity & Inclusion Professional Development
* NISOD
* There was a presenter at Leadership Institute that was good
* Subscription & Competency Based Learning Workgroup
* Barton Online Workgroup Group (Amperage)
* EAB
* President’s Staff Leadership Workshop

**New Topics*** Procedure #2481 – Draft Updates Sent on January 19th via email
* Procedure #2511
* Procedure #2530
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| **Projects*** New/Updated Programming
	+ Corrections Program Closure/Maintain Individual Courses for Transient Population/Connecticut Contact
	+ Plumbing Certificate – Myrna’s Step
	+ Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)
	+ Cybersecurity – KBOR Approved/Myrna’s Step
	+ Welding Expansion – Moving Forward with Full CAM
	+ Digital Communications – PTP Details/Course Development
	+ Nursing – State Board Approval – Submitted to ACEN
	+ CNH Technician Training
* Policy/Procedure Developments/Reviews
	+ ~~Finals~~
	+ Maximum Student Enrollment
	+ ~~2615 Student Problem Resolutio~~n
	+ ~~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~~
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| **Action Items:** |  |

**Next Meetings**

**February 15 – Dean’s Council (Accreditation)**

**January 26 – Dean’s Council (Accreditation)**