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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, January 6, 2022 |
| Time | 2:00-3:00p.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 |
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| Topics/Notes |  |
| **Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (fall 2021) – January 7
	+ Spring 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
	+ Upcoming Schedule
	+ 2021-2023 Debriefing (Dean’s Viewpoints)
	+ Kurt: updated template is good, easier to work with, keeping the formatting of the word document is a task (had to spend a lot of time with document).
	+ Kurt: Data was easier, could there be a marker of designation so we know what area to the data from. Timeline was good enough to get the report done, lack of completers was disappointing
	+ Kathy: when we copy graphs in Power BI there is a slider and it is hard to copy all of the data
* Strategic Plan
	+ FY 22 Strategic Approvals – Status
	+ FY23 Strategic Planning
		- Launch November 1-Due January 14
* Procedure #2470 Intellectual Property (Mather)
* Faculty Workload – Need to Discuss with President
* HLC Site Visit – October 24-25, 2022
* General Education (KBOR)
* Distinguished Instructor Procedure Update – Second Reading President’s Staff on January 18
* BOL Orientation (Mather) – Status
* Procedure #2535 Children in the Classroom – Comments Received from Mr. Solie – Response Sent 1/5/22
* Physical Contact Statement – Draft Sent to Faculty Council 1/5/22
* Student Maximum Credit Hour Procedure
* Anatomage Table – Online Version/Increased Usage
* Fiscal Year 22 Instructional Goals & Activities
* Diversity, Equity & Inclusion Committee
	+ Standard objective in course syllabi that reflects the desire to add DEI in our curriculums
		- There is a statement on the web page and the team charter
		- Provide assistance, sources, resources and guidance to faculty to assist with course design that includes formats, information and narrative that is inclusive.
		- Guide faculty to make the learning environment a place where students feel safe, respected and are allowed to speak about their diverse view points
		- Schedule a professional development session surrounding DEI

**New Topics*** January 24 Dean’s Council – Teaching & Learning Initiative Discussion
	+ Matt Connell - Instructional Rubric Project, Faculty Boot Camp and Course Design
	+ Jo Harrington – Course Binder Project
	+ English and Math adjunct faculty are talking about the Course Binder project
* Subscription & Competency Based Learning Workgroup
	+ Faculty Additions: Jamie Abel, Roni Wertz and Emily Cowles
	+ Requested Submitted to Faculty Council (1-5-22)
* Barton Online Workgroup Group (Amperage)
* EAB
* President’s Staff Leadership Workshop
* Faculty Question – “why are we eliminating courses from BOL with low enrollment?”
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| **Projects*** New/Updated Programming
	+ Recommendation to Close Corrections Program/Maintain Individual Courses for Transient Population
	+ Plumbing Certificate – Myrna’s Step
	+ Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)
	+ Cybersecurity – Modified CA2 Sent to KBOR 1-5-22
	+ 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**

**December 1 – Dean’s Council (Accreditation)**

**December 13 – Dean’s Council (Accreditation)**