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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 X  Absent 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?” | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meetings**

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

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