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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Thursday, October 27 |
| Time | 1:30-3:00p.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 |
| x | Lori Crowther | x | Shanda Mull |  |  |  |  |
| Topics/Notes |  |
| Guests: Lori Crowther/Shanda MullTopic: Student Maximum Course Enrollment GuidelinesAction: Creating Awareness for Students, Faculty & Advisors* Website (Academic Advising, Registration), Student Handbook, Catalog, Messaging, Other
* The document is an internal Enrollment Services document
* Put a link to Student Appeals electronic form in the forms center, How to Enroll web page, on the Registration card in the portal
* Talk about these guidelines at November PTP
* Elaine will send instructions to faculty

Follow-up Topics* HLC Accreditation Visit (October 24-25) – Debriefing Comments
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ November 4 – Full-Time Faculty – 1st & 2nd year (classroom visit)
		- Make Sure and Notify Sarah and I when complete since it is not yet a complete Agile Evaluation
	+ November 4 – Full-Time Faculty – 5th year+ (classroom visit & evaluation)
	+ January 6 – Adjunct (fall 2022) – January 6
* Instructional Reviews
	+ 2021-2023 Goal Report Deadline – December 1
	+ 2022-2024 Instructional Reviews
		- Areas: Agriculture, Adult Education, Adult Healthcare, BASICS, Business, College Advantage, Dietary Manager, Emergency Medical Services, English, ESOL, Hazardous Materials, Physical Education & Recreation (HPER), Humanities, Mathematics, Music, Natural Gas, Nursing, Pharmacy Technician, Physical Sciences, Plumbing, Theatre and Welding
		- Launch October 3rd
		- Due to Elaine December 1st
		- Updates Thus Far….
		- Have a meeting to debrief processes and keep prepared for next year (include Angie)
* Strategic Plan
	+ FY23 Strategic Award – 1st Installment Approved 9-10/22
	+ Additional Spending Forthcoming to Utilize Full FY 23 Award
	+ FY 24 Strategic Planning – Commence November 1; Due to Elaine January 13, 2023
* VidGrid Update (Mather)
	+ Go live with both systems January 1, 2023 with training during the Spring 2023 semester and around May 20, 2023 cut VidGrid off and it will expire July 1, 2023
	+ Faculty Notification
	+ The Center sent an email to the high VidGrid users, once training begins there will be more notifications to all faculty
* Systemwide General Education Program
	+ KBOR email
	+ VP Archer’s response
* Syllabus Update
	+ Cougar TALEs Session
	+ Spring 2023 Syllabus Check
	+ Resources: Videos, Faculty Handbook, Course Rubric, Faculty Bootcamp & Instructional Academy
* Rubric Project Update (Mather)
* Pilot almost complete
* Matt will send an update with recommendations
* Faculty Handbook
	+ Additional information about syllabus development and the Concourse system
	+ Additional information about assessment – the layers and expectations
	+ Discussion about office hours – is this something we wanted added to the handbook and to the current position descriptions?
	+ Availability of faculty is ask in the student survey, responses are positive
	+ Potential for a checklist of faculty to-do’s
* Strategic Themes & Goals
	+ Responses (Kurt & Claudia)
	+ Review & Discussion
* Policies & Procedures
	+ Procedure #2470 – Intellectual Property – sent for college feedback
	+ Policy #1517 and Procedure #2517 – Discontinued
	+ Procedure #2511 – Grade and Attendance – Sent to HR with edits
	+ Procedure #2505 Grade and Degree Revocation – Second Reading at President’s Staff (November)
	+ Procedure #2503 – Academic Clemency – Second Reading at President’s Staff (November)
	+ Policy #1501 and Procedures #2501 and #2502 Going to AI Council Monday, October 31
	+ Policy #1502 Instructional Program and Procedure #2540 Credit Hour Allocation
	+ Policy #1504 Course/Program Development & Management and Procedure #2525 College to University Articulation Agreements
	+ Combine #1502 and #1504 and link to #2540 and #2525

**New Topics*** Competency-Based Learning (Mather)
* In 3-5 years colleges that don’t go to CBE will likely be closed
* 600 institutions are already doing CBE
* CBE shift focus from teacher lead to student centered
* Collaboration across the institution is essential
* Competency Based Education is not just for Workforce, it is also for General Education
* Distinguished Instructor Stoles or Cords
* New Full-Time Faculty Contracts
* Can new faculty start the Monday after July 4th?
* Academic Integrity Faculty Reactions
* Alternate Finals Discussion – Faculty Actions When Denied
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| **Projects*** Programming
	+ Dance Education
	+ Welding Expansion
	+ Nursing (PN) @ Pratt Community College
	+ CNH Top Technician Training

**Procedures*** + ~~2468 Faculty Employment (New)~~
	+ ~~2512 Finals (New)~~
	+ ~~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 – Academic Integrity, Quality, and Rigor
	+ 2501 – Academic Integrity, Quality, and Rigor
	+ 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 Discontinued 7/26/22 - Discontinued~~
	+ 1517/2517 Directed Independent Study Enrollees Discontinued
	+ 1510/2510 Examinations
	+ ~~1451/2465 Faculty Employment Qualifications~~
	+ ~~1465/2481 Faculty Evaluation Process~~
	+ 1511/2511 Grade & Attendance Reporting
	+ 1505/2505 Grade Revocation
	+ ~~1505/2506 Degree Revocation - Discontinued~~
	+ 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~~
	+ ~~Procedure #2615 Student Problem Resolution~~
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| **FY 23/Academic Year 2022-2023 Instructional Themes & Goals****Theme #1****Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)*** Refine onboarding, orientation and professional development activities to promote employee development and retention
* Identify and prepare to pilot an instructional employee mentoring program
* Research and implement the College-wide Innovation Project

**Theme #2****Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A; Barton Core Priority Drive Student Success)*** Provide faculty training on teaching and learning strategies, including but not limited to: Diversity, Equity and Inclusion, course design/quality course rubric and course binder project
* Provide resources and encourage opportunities for faculty collaboration

**Theme #3****Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C; Barton Core Priority Emphasize Institutional Effectiveness)*** Collaborate with Institutional Research to improve the process of requesting and receiving data
* Incorporate data research and information into innovation programs and services

**Theme #4****Prioritize student success strategies (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance
* Research and develop apprenticeship programs to support local employers

**Theme #5****Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)*** Align Barton’s General Education Program with KBOR’s General Education initiative
* Research, develop and implement programming, including but not limited to: non-credit, credential trades, customized training and alternate program locations
* Prioritize community, business and industry partnerships
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| **Action Items:*** Theme #2, bullet #2 – Claudia and The Center will put a calendar together for 2023 of meetings for faculty of like groups. And reach out to the Dean’s for topics the faculty should talk about
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**Next Meeting**

**November 10 - Dean’s Council**