|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Thursday, November 10 |
| Time | 2:00-3:00p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
|  | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| Follow-up Topics* Student Maximum Course Enrollment Guidelines
	+ Email Sent 11/9/22; 9:35p.m.
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ November 4 Deadline
	+ 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
* 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 Sent; Feedback?
	+ Matt will send out additional messages after Thanksgiving
	+ Training in December and instructor training in January
* Systemwide General Education Program
	+ Upcoming Webinars
	+ Updated KBOR Website
	+ PTP – Check-List/Timeline
* Syllabus Update
	+ Draft Faculty Message
	+ Talk to Roni Dean with Concourse questions, for CRN access date and timeline for syllabus availability
	+ Spring 2023 Syllabi Audit – March 1, 2023??
		- Auditor(s)/Process
		- Ange Davied pick random syllabus for the audit, to ensure all fields are complete
	+ Cougar TALEs Session
	+ Update Training Resources, i.e. Videos
* Rubric Project Update (Mather)
	+ Awaiting Recommendations from Matt
	+ Matt will reach out to the faculty that completed the pilot to let them know that feedback will come soon
* 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?
	+ Potential for a checklist of faculty to-do’s
	+ Faculty Councils desire for clarity of purpose and more active utilization.
* Faculty Council Feedback
	+ Faculty Handbook – email sent 11/9 (late PM)
	+ Question about procedure #2511 language
		- Myrna’s Response, Claudia’s Response & Amanda’s Response
	+ Question – will (or does) the course rubric have the activity requirement from procedure #2511?
	+ Prompt/Notification when course is published and its time to complete course syllabus
	+ Activity to support networking/relaxation
	+ Project – an opportunity to talk, to innovate and to collaborate
* Strategic Themes & Goals
	+ Responses (Kurt & Claudia)
	+ Other Updates
* Competency-Based Learning – Upcoming Meeting
* Discipline Specific Meetings - Mather
* Policies & Procedures
	+ Procedure #2470 – Intellectual Property – attorney feedback
	+ 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 #1502 Instructional Program - Revised
	+ Procedure #2540 Credit Hour Allocation – Revised and Linked to #1502
	+ Policy #1504 Course/Program Development & Management – Discontinued
	+ Procedure #2525 College to University Articulation Agreements Linked to #1502
	+ Policy #1510 and Procedure #2510
	+ Remove the “and grade and attendance reporting” from #1510
	+ Is there language in the Intellectual Property procedure about examinations proctoring

**New Topics** |  |
| **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 Discontinued 11/7~~
	+ ~~2502 Academic Integrity~~
	+ ~~1516 Alternative Delivery Methods – Discontinued 9/9/22~~
	+ ~~1515/2515 Arranged and Late Starting Classes – Discontinued 9/9/22~~
	+ ~~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
	+ ~~1517/2517 Directed Independent Study Enrollees Discontinued 10/26/22~~
	+ 1510/2510 Examinations
	+ ~~1451/2465 Faculty Employment Qualifications~~
	+ ~~1465/2481 Faculty Evaluation Process~~
	+ ~~1511/2511 Grade & Attendance Reporting~~
	+ ~~1505/2506 Degree Revocation Discontinued 7/26/22~~
	+ 1505/2505 Grade & Degree Revocation
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ 1463/2470 Intellectual Property
	+ 1410/2426 Sabbatical Leave
	+ ~~1420/2435 Barton Distinguished Instructor Awards~~
	+ ~~Procedure #2615 Student Problem Resolution~~
 |  |
| **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
 |  |
| **Action Items:** |  |

**Next Meeting**

**December 1 - Dean’s Council**