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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Tuesday, February 15, 2022 |
| Time | 2:30-4:30p.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*** Physical Contact Statement
	+ Target Implementation – Summer 2022
	+ Sarah’s Report
		- She has lists from Brian and Kurt.
		- Kurt’s are done.
		- She is halfway through Brian’s
		- In order to meet the summer 2022 implementation for syllabi, she needs to have all of them done before March 1st.
	+ Program Handbooks (Kurt & Kathy)
	+ Faculty Notification (Dean’s)
* 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 Goal Reports (2020-2022 and 2021-2023) Due May 1
* Strategic Plan
	+ FY 23 Plan Submitted to Dean/Kaiser (2-14-22)
	+ Tech Grant Subset List Submitted to Kaiser (2-10-22)
	+ Academic Reorganization Submitted to Heilman/Dean (2-14-22)
	+ FY 22 Strategic Awards
	+ Brian’s videographer money has been spent
	+ Brian would like to use the lightning funds in a different way
	+ Some lightning funds (four rooms) could be used by Fort Riley
	+ Erika is working with IT for the software that is needed for the screens (they found the screen)
	+ Looking for Welding and CDL faculty.
	+ EMS has not received their ten laptops
* Faculty Workload – Meeting (2/24) with Heilman, Dean & Perkins
* HLC Site Visit – October 24-25, 2022
* General Education (KBOR)
* Anatomage Table – Online Version/Increased Usage
* There is one account and one user name that can be shared with instructors (not students)
* Brian will get back with Michelle for the password
* Fiscal Year 22 Instructional Goals & Activities
* Barton Online Workgroup Group (Amperage)
* EAB
* Audit will start the last week of February or the first week of March
* Procedure #2470 Intellectual Property (Mather)
* Update next Dean’s Council Meeting
* Procedure #2535 Children in the Classroom – 2nd Reading (President’s Staff February 21st)
* Procedure #2481 – Faculty Evaluation (Comment Period)
* The issue is that the evaluation must be closed before the supervisor talks to the supervisor. Elaine will follow up with HR on this.
* Student Maximum Credit Hour Procedure – March 1st Meeting with Lori Crowther

**New Topics*** Diversity, Equity & Inclusion Activities/Professional Development
* How are faculty addressing DEI topics in their classrooms (through curriculum, through topics, through discussions).
* Brian has talked to Jo Harrington, assessing General Education the first one is to pull data is Global Issues and Diversity.
* Procedure #2530 – Course Attendance (First Review)
* Honors Celebration
* Instructional Rubric
* Add statement in First Steps section: the Instructional Designer will meet face to face with faculty members that do not have a shell and the faculty member will walk the Instructional Designer through how they set up their class how they navigate their class
* Include Academic Integrity expectations statement in the rubric
* If a faculty member starts teaching before the rubric is completed, the rubric process will be looked at later
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| **Projects*** Programming
	+ New for Fall 2022
		- Digital Communications
		- STEM/Stem Education
		- Pre-Professional Healthcare
		- Cybersecurity
	+ Closure
		- Corrections Program Closure/Maintain Individual Courses for Transient Population/Connecticut Contact
	+ New Development
		- Dance Education
		- Welding Expansion
		- Nursing (RN) @ Pratt Community College
		- CNH Technician Training

**Procedures*** + ~~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:*** At 3pm May 26, 2022 Fort Leavenworth is planning an in person commencement ceremony. There will be a limited number of seats for Barton guests.
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**Next Meetings**

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

**March 7 – Dean’s Council**