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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Monday, March 7, 2022 |
| 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 | Erin Eggers | x | Erika Jenkins-Moss |  |  |  |  |
| x | Emily Harper |  |  |  |  |  |  |
| Topics/Notes |  |
| **Guest Discussion - Online Faculty Meeting*** Erin suggested Online Faculty meeting once a year, before the Fall semester or late Summer
* Erin will send an email to online faculty asking for agenda items, questions and the need for a meeting

**Follow-up Topics*** Physical Contact Statement
	+ Implementation – Summer 2022
		- All Identified Courses Have Been Adjusted in Concourse
		- Program Handbooks (Kurt & Kathy)
		- VP Instructional Update (2-16-22)
		- 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 – March 4
* Instructional Reviews
	+ Instructional Goal Reports (2020-2022 and 2021-2023) Due May 1
* Strategic Plan
	+ 1st Meeting with Dean/Kaiser (2-28-22)
	+ Tech Grant Items Selected
	+ Updated Plan Forwarded to Foundation & Grants’ Office
	+ Kurt will visit with Lindsay Bogner in the Grants’ Office to let her know that he has CTE programs
	+ FY 22 Strategic Awards
* Faculty Workload – Meeting (2/24) with Heilman, Dean & Perkins
* HLC Site Visit – October 24-25, 2022
* Diversity, Equity & Inclusion
	+ Global Issues & Diversity Competencies
	+ Sampling of Evidence
* 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
	+ Instructors will need to talk to Renee Demel and she will share the password
* Fiscal Year 22 Instructional Goals & Activities
* Other Notable Items Section
* Academic Development Center Open House-Move to “Prioritize student success strategies”
* Academic Division Reorganization
* Barton Online Webpage Redesign-Move to “Develop institutional communications plan”
* University Reach Outs – Barton Online Partnership-Move to “Improve use of data to guide decision-making”
* Innovation Project-

**Graduations*** May 13 – Barton County Campus
* May 25 – ECF
* May 26 – Fort Leavenworth
* May 19 – FR (limited seating)

**Procedure Work*** Procedure #2530 – Course Attendance (2nd Review)
* Training on LDA to occur
* In Non-Activity paragraph change wording to Academic Related Activity
* Procedure #2470 – Intellectual Property (1st Review)
* Paragraph two, take out “supports an institution that”, take out the second sentence of this paragraph.
* Mediated Courseware and Online Course Content – leave this paragraph
* Claudia will look at the policy and make updates
* Procedure #2481 – Faculty Evaluation;1st Reading @President’s Staff on March 21st
* Student Maximum Course Enrollment Guidelines – 2nd Review and Discussion
* In the exceptions paragraph-FR LSEC students can take more than nine credit hours. Change wording to three classes per cycle
* Appeal Questions-bullet six, how many credits are you enrolled in during the current term
* Appeal time frame-ten business days
* Form goes to the Dean of the class they want to take

**New Topics*** Freedom of Expression Statement – Sent to Faculty Council last month
* Instructional Rubric
	+ Add statement in First Steps section: the Instructional Designer will meet face to face with faculty members who do not have a shell.
	+ 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~~
 |  |
| **Action Items:** |  |

**Next Meetings**

**March 14 – Dean’s Council (Accreditation)**

**March 29 – Dean’s Council**