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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Tuesday, June 7, 2022 |
| Time | 2:15-4:15p.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 |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (summer 2022) – August 26 * Instructional Reviews   + Goal Reports (2020-2022 and 2021-2023) – September 1 * Strategic Plan   + FY 22 Strategic Awards – June 25, 2022 is the last day to submit purchases   + FY 23 Strategic Planning     - 12 combined priority requests from Brian, Kathy, Kurt and Darren’s area.     - Lacking cost for three items (one from Kurt, one from Kathy and one from Brian)     - Claudia’s single item was funded via the tech grant.     - One item from Darren’s list was funded via the tech grant.     - Multiple items from Kathy’s list was funded by the tech grant.     - Wrote Mark 6/6 for feedback * Faculty Workload – 6th Draft TBC * HLC Site Visit – October 24-25, 2022 * Fiscal Year 22 Instructional Goals & Activities * Instructional Rubric – upcoming pilot; drafting instructional message * Fall 2022 pilot * 20 volunteers to use the rubric (this is for all courses) * This will replace the BOL rubric * Soft Chalk (remove from the agenda) * Labster – Message from Connell * FR/FL/GVP/GB College Program Classes – Collaboration Across Campus Locations * Student Maximum Course Enrollment Guidelines   **Retreats**   * June 10 – Faculty Council Retreat – GVP? * June 13 – Executive Leadership Council * June 22 – Dean’s Council Retreat   **Procedure Work**   * Procedure #2530 – Course Attendance – President’s Staff 2nd Reading * Procedure #2470 – Intellectual Property (Claudia/Lee) * Procedure #2511 – Grade and Attendance – sent Angie updated document – any more changes? * Procedure #2520 – Academic Freedom – Sent to Faculty Council * Procedure #2466 – Adjunct Faculty/Overload Compensation * Upcoming Meeting (Student Problem Resolution, Academic Integrity, Student Code of Conduct, Grade & Degree Revocation and Degree Revocation)   **New Topics**   * Summer FT Openings * Diversity, Equity & Inclusion   + Professional Development   + Standards   + Guidelines – Course Syllabi, Addressing Classroom Instruction & Discussion, Etc. * Academic Integrity Tools PD   + Overall Session – FC 3rd Wednesday (August)   + AI Council Session – Turnitin * Faculty Evaluations – Interaction Levels (3) * Teacher to student interaction * Student to student interaction * Student to content interaction * When the Instructional Rubric is finalized, incorporate all levels of interaction in the faculty evaluations * Leadership Institute – Minimum Requirements (Attendance @ Full Day Sessions & Shadowing) * Business & Industry Workgroup | | | | | | | | | |  |
| **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 (PN & RN) @ Pratt Community College     - CNH Technician Training     - Entrepreneurship Boot Camp   **Procedures**   * + ~~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 (expunge XF?)   + 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**

**June 22 – Retreat**

**June 28 – Dean’s Council (Accreditation)**

**July 11 Dean’s Council**