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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, August 25, 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 |
| x | Matt Connell |  |  |  |  |  |  |
| Topics/Notes |  |
| Diversity, Equity & Inclusion* Professional development/training in the Faculty Bootcamp, Quality Course Rubric, Instructional Excellence Academy and Course Binder
* Insight for professional development seminars, webinars, etc. for our team as well as the instructional system.

Quality Course Review Rubric Pilot Update* Matt is still experimenting with his courses and will move on to the pilot rubric usage

VidGrid Update* Claudia and Matt will begin work on a timeline between VidGrid and YuJa
* Gol 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
* Information Technology will pay for both systems for one year (VidGrid and YuJa)

HLC Site Visit – October 24-25, 2022**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 23 Strategic Planning
		- 1st Round Awards – Coming Soon!
		- Remaining Funds – Additional Priorities
* ~~FR/FL/GVP/GB Course Collaboration~~
* Student Maximum Course Enrollment Guidelines
	+ New Form Edits
	+ Implementation Timeline – Spring 2023
	+ Lori’s Feedback
	+ Promoting Guidelines
		- Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other
* Systemwide General Education Program
* Brian will work on some bullets of information and bring back to Dean’s Council

**Procedure Work*** Procedure #2470 – Intellectual Property – sent to Faculty Council 7/11; Faculty Council Will Review in September
* Procedure #2511 – Grade and Attendance – sent to Faculty Council 6/23; Faculty Council Will Review in September
* Procedure #2520 – Academic Freedom – Sent to HR 8-24-22
* Faculty Employment Procedure (workload) – Sent to HR 8-24-22
* Faculty Council has minor changes to the Distinguished Instructor Procedure - forthcoming
* Procedure #2502 – Academic Integrity Updates – addressing at September 7th meeting (including discussion on “On my honor as a Cougar…”
* Procedure #2506 – Degree Revocation – this procedure was discontinued; degree revocation action will be added to procedure #2505 (see below)
* Procedure #2505 Grade and Degree Revocation – Sent to Faculty Council 8/14; Faculty Council will review in September
* Procedure #2503 – Academic Clemency – Sent to Faculty Council 8/14; Faculty Council will review in September

**New Topics*** Policy #1515 – Arranged and Late Starting Classes – Discontinue
* Procedure #2515 – Arranged and Late Starting Classes – Discontinue
* Policy #1516 – Alternative Delivery Methods – Discontinue
* Syllabus Situation
* Help Desk – Transition to Student Services/Instruction (Level #1)
 | Dean’s Council & MattMattClaudia & Matt |
| **Projects*** Programming
	+ Dance Education
	+ Welding Expansion
	+ Nursing (PN) @ Pratt Community College
	+ CNH Top Technician Training
	+ Entrepreneurship Boot Camp

**Procedures*** + Faculty Employment (New)
	+ ~~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 Discontinued 7/26/22~~
	+ 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 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:** |  |

**Next Meetings**

**September 7 – Dean’s Council (Accreditation)**

**September 15 - Dean’s Council**