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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, August 4, 2022 |
| Time | 2:00-4:00p.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 |
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| Topics/Notes |  |
| 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 Priorities – Notices to VP Dean
		- Remaining Funds – Additional Priorities
* Quality Course Review Rubric Pilot
	+ Chris Vanderlinde
	+ Colvin Hooser
	+ Maggie Tracey
	+ Amanda Alliband
	+ Oleg Ravitskiy
	+ Jeremy Deckard
	+ Kurt Konda
	+ Ange David
	+ Kim Specht
	+ Jason Lindstrom
	+ Claudia Mather
	+ Lawrence Weber
	+ Karen Marshall
	+ Stephanie (Paige) Scott
	+ Justin Brown
	+ Diane McReynolds, Malia Sullivan, Diana Holguin, Brittany Fanshier (Med Surg 1)
* 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
* Summer FT Openings
* LICC Structure

**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 Faculty Council 6/1; Faculty Council Will Review in August
* Procedure #2466 – Adjunct Faculty/Overload Compensation – Second Reading @ President’s Staff 8/15
* Faculty Employment Procedure (workload) – Sent to Faculty Council 7/20; Faculty Council Will Review in August
* Faculty Council Will Review Distinguished Instructor Procedure in September
* Procedure #2502 – Academic Integrity Updates
* On my honor as a Cougar, change to on my honor? Elaine will check with the Academic Integrity Committee
* Procedure #2615 Student Problem Resolution
* Procedure #2505 Grade and Degree Revocation – first review
* Add a sentence that we will utilize the student code of conduct for this procedure
* Procedure #2503 – Academic Clemency – first discussion
* Lori’s corrections, #10 change language to applicable Dean
* Remove #4

**New Topics*** VidGrid Discussion
* VidGrid will not be doing any updates to their product for higher education
* YUJA is the new product
* FY 23/2022-2023 Themes & Goals
* KBOR General Education Policy
* Brian put together a short brief that can be presented to LICC, PTP, the President and the Board that looks at our General Education program vs the proposed KBOR General Education program and if there are any gaps
* Ask about courses that haven’t been through system wide agreement
* The courses within each bucket change throughout the year
* KBOR Performance Funding
* Integrity Tools – Upcoming Meeting
* Help Desk
	+ Anticipating Less Requests with Multilevel Verification
	+ Reviewing Data from Requests
	+ Service Times
	+ Barton Online is available the weekend before a class starts and a couple of days following start of the session, when one of the group gets the email and can help the student
	+ Kurt’s areas would like to be available 7:30am-6:30pm CT Monday-Friday
	+ Brian’s areas 7:30am-6:30pm and Sunday of peak times
	+ Fall Intersession when campus is closed, how can that be covered
	+ Kathy’s areas the same as Brian’s areas
	+ Be sure to have a message reassuring students that someone will get back with them ASAP
	+ Messaging
	+ Who Receives the Requests
* Technology Discussion
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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 (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 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~~
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| **Action Items:** |  |

**Next Meetings**

**August 15 & 22 – Dean’s Council (Accreditation)**

**August 25 - Dean’s Council**