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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Thursday, September 29, 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 | Maggie Harris |  |  |  |  |  |  |
| Topics/Notes |  |
| Guest: Maggie Harris – Chief Communications Officer* PR is looking at bringing the Advisory Board back
* There are thoughts of assigning PR staff to different departments to keep open communication going
* PR would like to be able to pre-plan campaigns, this would help with departments being able to know when and where their programs/campaigns are being launched (a planning calendar)
* PR is getting a request form set up, it will have graphic design section and promotion and event coverage section (the current R25 form does not give detail)

Follow-up Topics* HLC Accreditation Visit (October 24-25)
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ November 4 – Full-Time Faculty – 1st & 2nd year (classroom visit)
	+ November 4 – Full-Time Faculty – 5th year+ (classroom visit & evaluation)
	+ January 6 – Adjunct (fall 2022) – January 6
		- Email Sent 9/28/22
* Instructional Reviews
	+ 2021-2023 Goal Report Deadline – December 1
	+ 2022-2024 Instructional Reviews
		- Areas: Agriculture, Adult Education, Adult Healthcare, BASICS, Business, College Advantage, Dietary Manager, Emergency Medical Services, English, ESOL, Hazardous Materials, Physical Education & Recreation (HPER), Humanities, Mathematics, Music, Natural Gas, Nursing, Pharmacy Technician, Physical Sciences, Plumbing, Theatre and Welding
		- Launch October 3rd
		- Due to Elaine December 1st
* Strategic Plan
	+ FY23 Strategic Award – 1st Installment Approved 9-10/22
	+ Additional Spending Forthcoming to Utilize Full FY 23 Award
	+ FY 24 Strategic Planning – Commence November 1; Due to Elaine January 13, 2023
* VidGrid Update
	+ Timeline(VidGrid and YuJa)
	+ Contract is signed, email from YuJa they will set up our “instance” and then meet to discuss integration and training
	+ Faculty Notification
	+ Some faculty have been notified
	+ Go 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); Mark received contract 9/28/22
* Student Maximum Course Enrollment Guidelines
	+ Implementation Timeline – Spring 2023
	+ Lori’s Feedback – the Banner form is set up per location or program. She has access to the Power BI report that shows students in over 19 credits hour and will use for sorting purposes. Shanda is going to be the point person for this new guideline/process. Lori will meet with her in about a month to establish the procedures used to monitor.
	+ Promoting Guidelines
		- Website (Academic Advising, Registration), Student Handbook, Advisors, Catalog, Other
* Systemwide General Education Program
* Fall 2024 implementation
* Bring to PTP in October
* Syllabus Update
	+ Late-Starting Classes
	+ LICC’s Recommendation
	+ Training: Videos, Faculty Handbook, Cougar TALEs, Course Rubric, Faculty Bootcamp & Instructional Academy
* Themes & Goals
	+ Kurt’s Response
	+ Other
* Policies & Procedures
	+ Procedure #2470 – Intellectual Property – applied Faculty Council’s recommendations and sent to Claudia for HR formatting.
	+ Procedure #2511 – Grade and Attendance – reviewed Faculty Council’s feedback at the last meeting in conjunction with a new discussion on procedure #2517. Council believes #2517 could be eliminated with some information added to #2511. Email sent to Lori Crowther and Myrna Perkins for added feedback
	+ Procedure #2520 – Academic Freedom – second Reading at October President’s Staff
	+ Faculty Employment Procedure (workload) – second Reading at October President’s Staff
	+ Procedure #2435 – Distinguished Instructor - modifications submitted by Faculty Council; sent to Human Resources for review
	+ Procedure #2505 Grade and Degree Revocation – Sent to HR
	+ Procedure #2503 – Academic Clemency – Sent to HR
	+ Policy #1501 – Academic Integrity, Quality, and Rigor – Going to AI Council
	+ Procedure – #2501 – Academic Integrity, Quality, and Rigor – Going to AI Council
	+ Policies #1502 and #1504 – VP Review
	+ Procedure #2540 Credit Hour Allocation

**New Topics*** Faculty Mini-Grants – Due 10/1
* HLC Site Visit Draft
* Faculty Handbook
	+ Additional information about syllabus development and the Concourse system
	+ Additional information about assessment – the layers and expectations
	+ Discussion about office hours – is this something we wanted added to the handbook and to the current position descriptions?
	+ Potential for a checklist of faculty to-do’s
* Performance Funding Model
* Faculty Feedback
	+ Canvas (Faculty Bootcamp)
	+ Orientation/Onboarding Checklist Update
	+ Faculty Handbook Update
	+ Meeting Next Week - Could new faculty be brought in thirty days earlier?
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| **Projects*** Programming
	+ Dance Education
	+ Welding Expansion
	+ Nursing (PN) @ Pratt Community College
	+ CNH Top Technician Training

**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
	+ 1520/2520 Academic Freedom
	+ 1501 – Academic Integrity, Quality, and Rigor
	+ 2501 – Academic Integrity, Quality, and Rigor
	+ ~~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 Meeting**

**October 27 - Dean’s Council**