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| **AgAgenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| March  | Tuesday, January 31, 2023 |
| Time | 3:00-4:30p.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 |
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| Topics/Notes |  |
| Follow-up Topics* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (fall 2022) – still waiting on some
	+ March 3 – Full-Time Faculty (Non-Tenure, Tenure Eligible, 4th Year and 5th Year and Beyond)
		- Tenure Eligible – completed hard copy should come to Elaine for signature before adding to evaluation package. Remember to mark the tenure form as not showing with the evaluation package.
* Instructional Reviews
	+ **2021-2023 Goal Report Deadline – February 1**
		- Areas: Criminal Justice, Communications, Corrections, Dance, Developmental Education, Early Childhood, Education, Emergency Management/Homeland Security, Fine Arts, Information Technology, Life Sciences, Medical Laboratory Technology, Medical Support, Military Programs, MOST, Occupational Safety & Health, Scales Technician and Social/Behavioral Sciences
	+ **2022-2024 Goal Report Deadline – February 1**
		- 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
	+ **Instructional Review Areas** – Feedback to Elaine by February 3rd
	+ **Instructional Review – Financial Report** – Feedback to Mark before February 22nd.
* Strategic Plan
	+ FY23 Strategic Award
	+ FY 24 Strategic Planning
* VidGrid/YuJa Update (Mather)
	+ Both platforms will remain operational in the Spring 2023 term.
	+ Faculty will be unable to record/upload in VidGrid after January 1st, 2023.
	+ Migration of data will be complete by early February.
	+ VidGrid will be shut down July 1st 2023.
	+ Training Schedule
* Systemwide General Education Program
	+ Brian’s Request for Programs with Specific General Education Requirements
	+ 1st Deadline – April 1, 2023
		- Submit GE Implementation Check-In Form
		- Determination that the Institution Will Not Participate in the Systemwide GE and Provides Written Notice
		- Look at a draft of the GE Implementation Check-In form before it is final
* Syllabus Update
	+ Email Message Sent 1/30/23
	+ March 1st – Syllabus Spring Audit
	+ Summer Audit
	+ Inactive Course Query

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* Rubric Project Discussion
	+ Support for Rubric Approach (All Classes)
		- Combined Rubric
		- Separate Rubrics
			* Barton Online
			* In Person Classes
			* Brian is not sure there is a need for a rubric for face to face classes (still supports a rubric for online faculty), some of his faculty may see it as a bit of an over reach, another thing to report, he doesn’t mind sharing standards about what the expectations are for instruction but not sure it needs to be a rubric. In a face to face class faculty can work ahead of the students a few days, online cannot do that.
			* Kathy, when the conversation was started she was in favor of a face to face rubric, it would help the faculty that have not taught a class. Now she is not so sure, faculty think it is one more thing added to their job
			* Kurt, the majority of his faculty are adjuncts and he would like to see less detail and less time consuming for faculty, could it be a course design checklist
			* Claudia is not sure why online faculty need a rubric and standards and go through the process when face to face faculty do not (referencing Criterion 3.A.). Every online course has the same navigation so that students can know what to expect with each course
			* Angie, regardless of what method is decided the language needs to be “evidencing quality”
			* Elaine, the standards/expectations that are in the Barton Online rubric and the OER rubric, should be throughout the institution, and as an instructional deliverer, we need to have those standards/expectations.
			* OER
	+ Support for Standards Approach Minus a Rubric (All Classes)
		- New Faculty
		- Continuing Faculty
		- Professional Development
		- Evaluation
* Upcoming Meetings:
	+ Instructional Review Committee – Monthly Meetings
	+ OER Meetings – Monthly (February-April)
	+ Faculty Handbook – February 1
	+ Barton Online Scheduling – February 6 (Review 6-week sessions, percentage of students taking Comp I and then Comp II using the six-week sessions, other online options
	+ Faculty To-Do Checklist – February 20
	+ Competency-Based Learning – February 27 (Readings/Videos/College Contacts)
* Strategic Themes & Goals
	+ Responses (Kurt & Claudia)
	+ Other Updates
* Policies & Procedures
	+ Policy #1502 Instructional Program – Sent to Faculty Council (again) 1/18
	+ Procedure #2540 Credit Hour Allocation – HR Sent for Employee Comment
	+ 1506/2507 Honorary Degree
	+ 1410/2426 Sabbatical Leave

**New Topics*** Class Minimums (Revisit)
	+ FR/FL LSEC Class Minimums
	+ GVP Hazardous Materials & OHSA
	+ Troop School
* PTK
* Need two sponsors for Barton County Campus
* Supervisor Meeting with HR - Revisit
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| **Projects*** Programming
	+ Dance Education
	+ Welding Expansion
	+ Nursing (PN) @ Pratt Community College
	+ CNH Top Technician Training
	+ FR Proposal – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis
	+ Scales Technician @ Grandview
	+ Digital Communications and Content Strategies

**Procedures*** + ~~2468 Faculty Employment (New)~~
	+ ~~2512 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 Discontinued 11/7~~
	+ ~~2502 Academic Integrity~~
	+ ~~1516 Alternative Delivery Methods – Discontinued 9/9/22~~
	+ ~~1515/2515 Arranged and Late Starting Classes – Discontinued 9/9/22~~
	+ ~~1535/2535 Children in the Classroom~~
	+ ~~1504/2525 College to University Articulation Agreements~~
	+ ~~1530/2530 Course Attendance~~
	+ ~~1504/2525 Course/Program Development & Management – Discontinued 12/7/22~~
	+ 1502/2540 Credit Hour Allocation
	+ ~~1517/2517 Directed Independent Study Enrollees Discontinued 10/26/22~~
	+ ~~1510/2510 Examinations – Discontinued 1/18/23~~
	+ ~~1451/2465 Faculty Employment Qualifications~~
	+ ~~1465/2481 Faculty Evaluation Process~~
	+ ~~1511/2511 Grade & Attendance Reporting~~
	+ ~~1505/2506 Degree Revocation Discontinued 7/26/22~~
	+ ~~1505/2505 Grade & Degree Revocation~~
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ ~~1463/2470 Intellectual Property~~
	+ 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 (enrollment, institutional reviews, high school market)
* 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:*** Leadership Institute participant Ann Ingala, will join the February 22nd Dean’s Council meeting
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**Next Meeting**

**February 22 - Dean’s Council**