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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, October 18, 2023 |
| Time | 1:30-3:30p.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)
	+ November 1 – 1st/2nd Year Full-Time Faculty
		- Classroom Visit Only – Upload into Agile
	+ January 5 – Fall Adjunct Faculty
* **Instructional Reviews**
	+ Briefing Debrief
	+ 2023-2025 Instructional Reviews Begin – October 2-December 1
		- Areas: Carpentry, Criminal Justice, Communications, 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 Goals Due – December 1
	+ Brian – redirect from comment made at Instructional Council. Local and Kansas Data?
	+ For Demographics by Residency: The Kansas data does not include Barton County (add Kansas and Barton County together to get the total)
* **Syllabus Update**
	+ 2023 Audits
		- Spring (January 1-March 1); Report Ran March 15
		- Summer (May 22-July 10); Report Ran May 22
		- **Fall (August 1-October 15); Run Report September 1)**
	+ Review – Ange’s report; next steps
	+ Video resource
	+ Looking ahead to 2024
	+ Will not do a full syllabus audit, supervisors will spot check to ensure syllabus are complete
	+ For zero enrollments, can we run a purge in Concourse?
* **Policies & Procedures**
	+ Alternate Work Location Procedure – Updates have once again occurred with the modified procedure and some of the accompanying forms. The work group is gathering again next month.
	+ Procedure $#2511 Grade & Attendance (Incomplete Section)/Incomplete Form
	+ The request form says “The student must initiate the request prior to the end of the academic term from the contract”.
	+ Elaine will change the policy to say the form must be initiated prior to the end of the term.
	+ In the Incomplete Grade Reporting section:
	+ Flip bullets one and four (bullet three was taken out)
	+ Add statement “At the time of such ~~occurrence~~ circumstance the student must have a passing grade”
* **Instructional Standards**
	+ Instructional Council & Faculty Council Feedback
	+ Message to Faculty
	+ Job Description Updates
	+ Evaluation Updates
* **Upcoming Meetings**
	+ October 23 – PD Steering Council
	+ October 23 – BASICS Online Workgroup
	+ October 23 – OER Extended Plan
	+ October 24 – Instructional Standards
	+ October 24 – CBE Webinar
	+ October 24 – Board of Trustees
	+ October 25 – General Education Webpage Workgroup
	+ October 26 – Compliance Processes
	+ October 30 – Meeting with Clara Barton CEO
	+ October 31 – Halloween Reception
	+ November 1 – Dr. Durrett
	+ November 1 – KSU/Barton 2+2 Agreements
	+ November 2 – Supervisory Development Series
* Student Authenticity Workgroup – Mather
* Competency Based Education – Mather
	+ Conference Debrief
	+ Next Steps
* Communicating with Students via Canvas Faculty Feedback – Mather
* ADA Guidelines for Face-to-Face Instruction – Mather
* Continuity Books
* Supervisory Training – Upcoming Meeting November 2nd
	+ Draft Topics
		- Policies & Procedures
		- Performance Appraisals/Faculty Evaluations
		- Communication & Documentation
		- Hiring & Orientation
		- Discipline, Performance Plans & Termination
		- Managing Projects, Programs & People
			* Weave in Establishing & Leading Goals
			* Weave in Delegation
		- Conflict Management
		- Work Environment & Teams
		- Continuity Books
		- Job Descriptions
		- Dress Code/Work Attire
* Non-Completers (Resource Survey)+
	+ Lee’s Recent Email
* Cyber Security Training
* Title IX Training
* **New Topics**
	+ Barclay 2+2
	+ Manhattan Billboards – OER Webpages
	+ Forms Review
	+ Jenn’s experience to get access to student evaluations. “It sounds like we need to create an Admin access to the Course Eval system.  I've not had to do this and it’s been some time since anyone has done this”.
	+ Student Maximum Course Enrollment
		- “It seems that students and advisors are using this form for all sorts of enrollment concerns. This student is actually NOT wanting to go over the total credit hours, rather asking for a waiving of prereq requirements. I usually got these requests directly from enrollment services. This form may be taking the traffic and the purpose and role of enrollment services.”
	+ 2023-2024 Themes & Goals
		- Action Planning/Assignments
		- Reporting
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| Programming* Nursing (PN) @ Pratt Community College
* CNH Industrial Top Technician Training
* FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials, Health Care Proposal
* Scales Technician @ Grandview
* Music Accompaniment
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| **FY 24/Academic Year 2023-2024 Instructional Themes & Goals****Theme #1****Maximize the relationship between instruction and the College (HLC Criterion 5.A, 5.C; Barton Core Priorities Optimize the Barton Experience and Emphasize Institutional Effectiveness)*** Support the implementation of the Innovation Initiative – Claudia Mather
* Launch continuity planning across the instructional system – Dean’s Council
* Inventory college processes via the Programs Topics and Processes committee – PTP (scheduling process)
* Complete the Ag complex campaign – Kathy Kottas

**Theme #2****Foster a synergistic system-wide 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 – The Center
* Encourage opportunities for faculty collaboration – Dean’s Council
* Incorporate instructional standards into faculty orientation and throughout the instructional system – Dean’s Council (job description/evaluations)

**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 Effectiveness to improve the process of requesting, receiving and analyzing data – Dean’s Council
* Incorporate data research to innovate programs and services – Dean’s Council
* Research competency-based education – The Center

**Theme #4****Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance – Academic Development Center
* Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students – Dean’s Council and Lee Miller
* Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education) – Brian Howe and Instruction

**Theme #5****Manage instructional programs and services (HLC Criterion 3.A, 3.B; Barton Core Priorities Drive Student Success and Cultivate Community Engagement)*** Utilize the instructional review process to strengthen current programs – Dean’s Council
* Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings. – Dean’s Council
* Maintain and build business & industry and community partnerships – Kathy Kottas
* Research the college’s ability to serve as an intermediary for registered apprenticeships – Kathy Kottas
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| **Action Items:** |  |

**Next Meeting – November 6**