|  |  |
| --- | --- |
| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Monday, November 20, 2023 |
| Time | 3:00-4:15p.m. |
| Location | Zoom |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + January 5 – Fall Adjunct Faculty   + March 1 – 1st/2nd/3rd Year Full-Time Faculty (fall & spring visits, evaluation & recommendation form)     - Recommendation form is submitted to me prior for review and signature prior to uploading     - Recommendation form needs to be removed from faculty view   + March 1 – 4th Year Tenured Faculty/5th Year and Beyond Tenured Faculty Per Three Year Cycle (spring visit and evaluation)   + **There is no padding on this deadline – I must have all the evaluations by March 1st or before.** * **Instructional Reviews**   + 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     - Status Update     - Data Concerns   + 2022-2024 Goals Due – December 1 * **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)   + Notice to Faculty – No Further Audits; However, Compliance Expectations Remain the Same   + Write faculty to let them know the audits will not continue   + Supervisors Will Spot Check for Completed Syllabi; Resource Video for Spot Checking (Ange’s)?   + Zero Enrollment Discussion   + Many of the zero enrollment classes were cross listed, some courses that do not have enrollment have to remain for FLAC   + But if there are classes truly have no enrollment they are pulled (if they are not tied to something else)   + The syllabi do not disappear after the class is cancelled * **Policies & Procedures**   + Alternate Work Location Procedure – Released for Comment   + When the procedure is approved through President’s Staff there should be a meeting of supervisors to be sure they understand the procedure   + Procedure $#2511 Grade & Attendance     - Sent Edits to Lori 11/17/2023     - Incomplete Form * **Instructional Standards**   + Message to Faculty   + Job Description Updates   + Evaluation Updates * **Upcoming Meetings**   + November 27 – KBOR Meeting Re: Pharmacology   + November 27 – General Education Webpage   + November 27 – Student Evaluation System   + November 27 – Academic Integrity   + November 28 – Board of Trustees   + November 29 – Compliance Processes   + November 29 – Instructional Council   + November 30 – Dean’s Council   + December 4 – Marketing/PR with Maggie   + December 4 – Faculty Council   + December 8 – Paramedic Cording   + December 12 – PTP   + December 12 – Trustees Board Study/Board Meeting * Student Authenticity Workgroup – Mather   + Message Forwarded to Faculty   + Any Further Updates * Competency Based Education – All   + Next Steps   + Claudia thinks we can do both credit and non-credit at the same time   + It will take a year to get through HLC for the credit bearing   + Welding or Tech Theater * Communicating with Students via Canvas Faculty Feedback – Mather   + Message Forwarded to Faculty   + Any Further Updates - Done * ADA Guidelines for Face-to-Face Instruction – Mather * This will be added to the bootcamp * Continuity Books * Supervisory Training – Meeting Postponed to January 31st   + 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 * **New Topics**   + Request from Foundation     - When you consider all that the Foundation does - what is the single most important thing?     - Kurt – Provide funding for classroom related materials     - Brian – Building partnerships for support of the college     - Kathy, Claudia, Angie – Scholarships     - What words do you use to describe the impact of the work we do?     - Claudia – Funding for students and faculty     - Kurt – Meeting student needs     - Kathy – Help students and faculty reach goals that might not otherwise be attainable     - Angie – Support, growth, development     - Who does our work impact the most? Is that who it should be?     - Kurt, Claudia, Kathy – Students (yes that is who it should be)     - Angie – Students and the college (the impact is both and it should be both)     - What do you see for the future of the Foundation? What does success look like?     - Kathy – Continuing to grow and look for more ways to help the students and the college     - Elaine – The availability of the mini grants for adjuncts, their impact should be institution wide (think of all campuses)     - Brian – Build an alumni database, those students that completed here     - What other thoughts do you have that you'd like to share as we define our "why"?     - Brian – To build partnerships so monetary support of the college and students can operate, grow and get resources that we might be able to get. And being able to use them as a student recruitment tool     - Elaine feels the partnering of Karly and Lindsey to visit the USD’s is good   + 2023-2024 Themes & Goals     - Reporting – Submit by December 8 | | | | | | | | | |  |
| Programming   * CNH Industrial Top Technician Training * FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials, Health Care Proposal * FR – Pharmacy Technician, Nurse Aide, Medication Aide, EMT & AEMT * Scales Technician @ Grandview | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items:**   * Strategic planning timeline will be December 1, 2023 with a deadline of February 1, 2024 * Marketing (PR) discussion at November 30 Dean’s Council meeting (or the next meeting) * Send first responses to the themes and goals by December 8, 2023 * Chatbot meeting – the entire group is going through each question to see if the questions/answers are correct (Claudia said that when Erin sent information out for feedback she received none back) | | | | | | | | | |  |

**Next Meeting – November 6**