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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Monday, November 20, 2023 |
| Time | 3:00-4:15p.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)
	+ 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
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| 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
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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:*** 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)
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**Next Meeting – November 6**