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| **Agenda/Minutes** |
| Team Name | Dean’s Council Agenda |
| Month | Wednesday, February 22, 2023 |
| Time | 2:30-4:30p.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 |
| x | Dr. Ann Ingala |  |  |  |  |  |  |
| 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)
* Strategic Plan
	+ FY23 Strategic Award
	+ FY 24 Strategic Planning
* 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
	+ Academic Degree Map Workgroup
	+ All courses have been “slotted” to the buckets and are prepared to submit the report that is due June 2023 (identifying all courses in the different buckets)
	+ Go through the current degree maps, look at courses and determine if they are prerequisites or a post requisite or a general education courses used that is not a prerequisites but are required.
* Syllabus Update
	+ Email Message Sent 1/30/23
	+ March 1st – Syllabus Spring Audit
		- Reminder to Faculty?
		- Audit Findings
	+ Summer Audit
	+ Inactive Course Query – Sarah has added “inactive” to course title in Concourse as applicable.

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* Faculty Handbook
* Upcoming Meetings:
	+ Instructional Review Committee – Monthly Meetings
	+ OER Meetings – Monthly (March-April)
	+ Barton Online Fiscal Review/Scheduling – March 6
	+ Faculty To-Do Checklist – March 27 and April 26
	+ Competency-Based Learning – February 27 (Readings/Videos/College Contacts)
	+ CBE Community College Showcase – March 28
		- Be sure and register for this one!
* Strategic Themes & Goals
	+ Responses (Kurt & Claudia)
	+ Other Updates
* Policies & Procedures
	+ Policy #1502 Instructional Program – Second Reading at President’s Staff (March)
	+ Procedure #2540 Credit Hour Allocation – Second Reading at President’s Staff (March)
	+ 1506/2507 Honorary Degree
	+ 1410/2426 Sabbatical Leave
* Instructional Rubric
	+ Comments from January Dean’s Council Meeting
		- Brian - not sure there is a need for a rubric for face to face classes, but support a rubric for online faculty. Some academic faculty may see it as overreach and another thing to do/report. Favor standards, but not sure a rubric for F2F coursework is the right course of action.
		- Kathy – when the conversation was started she was in favor of a face to face rubric as it would help the faculty who 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 time consuming for faculty. Could it be a course design checklist?
		- Claudia – not sure why online faculty need a rubric with standards and go through the process when face to face faculty do not (referencing Criterion 3.A.).
		- Angie – regardless of what method is decided the language needs to be “evidencing quality”
	+ Continued Discussion
		- As an institution of higher learning, we need instructional standards that are communicated and expected across the instructional system.
		- All students deserve to have these standards applied to their coursework – regardless of location and venue.
		- Faculty deserve to know the College’s expectations for teaching and understand they will be evaluated to those standards.
		- How do we achieve these outcomes?
			* Establish and communicate standards
				+ Overall
				+ Specifics (F2F, Online, Video Instruction, Non-Credit, etc.)
			* Professional Development
				+ Teaching & Learning Academy

Replace Instructional Excellence AcademyHosted by Center for Innovation & ExcellenceIncorporate faculty bootcamp, standards and course review rubricIncorporate faculty resources, contacts, policies/procedures, etc.; compare to previous new faculty trainingRequired for all new faculty (FT/Adjunct)Directed for faculty with evaluation concerns (supervisor and/or students)Encouraged for all facultyOffered monthly onlineOffered in person on Barton County Campus (Fall) – build into new FT faculty workdays beginning fall 2024Kurt, the sessions needs to be flexible to all schedulesBrian, if the sub-team develop five standards of instruction, those could be the commonality. Instructors could be evaluated based on the standards.* + - * Course reviews & course scheduling
				+ Discuss current processes
				+ Discuss future processes
				+ Brian, develop standards or themes, have the workgroup create a draft (five to seven standards/themes). When standards/themes are created allow online and face to face faculty have the same process.
				+ Kathy, have deadlines as to course creation (before the class can be start have a certain amount of the class ready to go)
				+ Claudia, if we allow faculty not to totally complete the course, how do we know they are meeting all the federal compliance issues
			* Other Thoughts
* New Topics
	+ 2+3 Agreement – Natural Gas Transmission & Distribution Technician to Bachelor of Science in Petroleum Engineering
		- Former Natural Gas I/C initiated discussions with Dr. Razi at KU (Associate Professor – Director of TORP – Tertiary Oil Recovery Program) and Dr. Susan Williams Chair of the Chemical and Petroleum Engineering.
		- Meetings have occurred with multiple KU departmental representatives.
		- Dean Howe has reviewed the plan.
		- KU is eager to complete this plan as they have very few partners in the western part of Kansas and they were very excited about teaching some corrosion topics in their programs.
		- AAS vs. AS

* + -
	+ Assessment Updates
		- CAT communication – discontinued reporting
		- Fundamental Outcomes
			* Critical Thinking
			* Life-long Learning
			* Historical Perspective
			* Technological Perspective
			* Cultural Perspective
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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, OSHA, Military Programs, Hazardous Materials
	+ 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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| **Other Items:** |  |

**Next Meeting - March 21 - Dean’s Council**