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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, April 12, 2023 |
| Time | 1:30-3:00p.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 |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **Follow-up Topics*** **Evaluations/Appraisals**
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring) – May 18 (please compare notes with Sarah)
* **Strategic Plan**
	+ FY23 Strategic Award – finalizing
	+ FY 24 Strategic Planning – discussions
* **Systemwide General Education Program**
	+ ~~Brian’s Request for Programs with Specific General Education Requirements~~
	+ Reviewing current degree maps – looking for general education courses that are pre-requisites, post requisites or required.
	+ ~~1~~~~st~~ ~~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
	+ 2nd Deadline - June 1, 2023
		- Submit GE Master Course List (courses we plan to offer in each bucket)
		- Feedback to Brian prior to April 12th
* 3rd Deadline July 30, 2023
* Begin now to gather data to continue requiring-and not waive a specific GE course to transfer students
* **Syllabus Update**
	+ Spring Audit Follow-up
	+ Summer Audit
	+ Summer courses that started through Monday July 10, 2023

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* **Faculty Handbook - done**
* **Upcoming Meetings:**
	+ Barton Online Fiscal Discussion Meeting – April 17
	+ Spring Executive Leadership – April 24
	+ Instructional Review – April 24
	+ Instructional Standards – April 26
	+ Faculty To-Do Checklist – April 26
	+ ~~OER Meeting – May 2~~ Cancelled
	+ Faculty that Teach for More than One Division – May 3
	+ CBE Webinar – Claudia?
	+ Competency Based Learning – TBD (every three weeks)
* **Graduations**
	+ Barton County Campus – May 12 (MLT, Nursing, Paramedic & Commencement)
	+ Fort Riley – May 25
	+ Fort Leavenworth – June 7
* **Policies & Procedures**
	+ 1506/2507 Honorary Degree
	+ Talk to Angie about the procedure, update and keep the procedure
	+ 1410/2426 Sabbatical Leave
	+ Update and keep the procedure
	+ Telecommuting
* **Religious Holidays**
* **New Topics**
	+ Survey Deadlines
		- Math Pathways – April 14
		- OER – May 5
		- Agile – May 8
	+ Retreats
		- Instructional Council - June 12th (SWOT)
		- Dean’s Council – June 21st (Themes & Goals)
	+ Faculty Council
	+ Re-wrote bi-laws to say membership will be 8-15 people
	+ Distinguished Instructor Award
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| **Projects*** Programming
	+ 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
	+ Music Accompaniment

**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 – May 4**