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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, May 31, 2003 |
| Time | 1:15-2:15p.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)
	+ Adjunct (summer) – August 25 (please compare notes with Sarah)
* **Strategic Plan**
	+ FY23 Strategic Award – awarded
		- Spending (requisitions completed and approved) must be complete by June 19th
	+ FY 24 Strategic Planning – continued review; won’t know until July if we get an award
* **Systemwide General Education Program**
	+ Brian’s Workgroup
		- Deadline This Week – June 1st
		- Submit GE Master Course List (courses we plan to offer in each bucket)
	+ Academic Degree Map Workgroup
		- Meeting June 1st
		- User group training would be helpful, so all users hear the same thing
		- Recording of the training for future reference
		- Have completed Academic Degree Map examples from each division for reference (show classes, narrative area, lists, electives, instructions)
	+ Board of Trustees Presentation
	+ Training & Map Reviews
* 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**
	+ Summer Audit
	+ Let Elaine know by June 15 the status of the courses in the syllabus audit
* **Religious Holidays**
	+ Mark’s Feedback
* **Upcoming Meetings:**
	+ New Employee Onboarding/Orientation – June 5
	+ Competency Based Learning – June 5
	+ There was a meeting with C-Ben, we may try 1-3 individual memberships ($500) for one year
	+ Faculty To-Do List – June 6
	+ Instructional Standards – June 12
	+ Fall All Faculty Meeting Prep – June 12
	+ Instructional Council Retreat – June 12
	+ Executive Leadership Luncheon – June 13
	+ Academic Degree Map Workgroup – June 13
	+ Marketing/PR Advisory Meeting (Harris) – June 13
	+ Board Study Session – June 13
	+ Instructional Review Committee – June 14
	+ Faculty Council Retreat – June 15
	+ PTP – June 20
	+ Instructional Standards – June 20
	+ Dean’s Council Retreat – June 21
* **Graduations**
	+ Fort Leavenworth – June 7
* **Policies & Procedures**
	+ 1410/2426 Sabbatical Leave – Faculty Council & Mark’s Feedback
* **New Topics**
	+ Solving for Student Workshop – Mather
	+ June 22, 2023 an all-day in person workshop
	+ Workshop for staff involved at the frontend of enrollment
	+ PR Advisory Board (Two Groups – Ours & Other) – All
	+ Student Authenticity Workgroup – Mather
	+ Barton Online Data Report – Mather
	+ 2023-2024 Assessment Institute Participants – All
		- WTCE: Matt Mazouch, Jake Streit, and Nick Larmer
	+ Programs of Study – Program Location
	+ Names for August VP Meeting/Meet ‘n Greet
	+ Instructional Standards Discussion
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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/Transition Center
	+ 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 – Discontinued 4/20/22~~
	+ ~~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 – Retreat – June 21**