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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, August 2, 2023 |
| Time | 9:00-10:30a.m. |
| Location | Zoom |

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| 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 | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + Adjunct (summer) – August 25 (please compare notes with Sarah)   + 2023-2024 Faculty Evaluation Deadlines – sent 7/31/23 * **Strategic Plan**   + FY 24 Strategic Planning     - No award for FY 24     - KBOR B&I/Apprenticeship Funds – Dr. Kottas/Kurt     - Tech Grant Responses – Sent 7/10/23/Responses 7/28/23 * **Systemwide General Education Program**   + June 1st KBOR Report to KBOR     - KBOR Feedback on One of Our Courses   + July 30 KBOR Report (Deadline Extended to August 11)     - KBOR Feedback on Program Emphasis   + Academic Degree Map     - General Education Update/Template Sent 7/31/23   + Board of Trustees Presentation? * **Syllabus Update**   + 2023 Audits     - Spring (January 1-March 1); Report Ran March 15     - Summer (May 22-July 10); Report Ran May 22     - Fall???     - Syllabus audit, class perimeters August 1 to October 15 and the run date is September 1   + Overall Thoughts About Audits & Compliance   + Check with Ange and Sarah, are there reports that individuals can run in Concourse * **Religious Holidays**   + Mark’s Feedback   + Next Steps * **Upcoming Meetings:**   + August 7 – Faculty Council Meeting   + August 8 – Cougar TALEs   + August 8 – Board Study Session   + August 9 – Welcome Back Breakfast, College Updates, PTP & LICC   + August 10 – Cougar TALEs, Meet the VP, Barton County Campus Meet ‘n Greet and All Faculty Meeting   + August 11 – Cougar TALEs   + August 14 – Library Open House (Barton County Campus)   + August 15 – OER Extended Plan Meeting   + August 15 – Virtual Library Open House (FR/FL/GVP/Barton Online)   + August 16 – Instructional Standards   + August 21 – President’s Staff   + August 21 – Academic Integrity Council   + August 22 – Instructional Review Committee   + August 22 – Board of Trustees Meeting * **Policies & Procedures**   + Telecommute Procedure Update * **Student Authenticity Workgroup – Mather** * **Competency Based Education – Mather** * **PR Advisory – Met in June/Upcoming Meeting** * **New Topics**   + Student Problem Resolution Procedure   + Brian suggests that steps one and two stay at five business days, steps three and four go to ten business days   + Summer Enrollment Increase – Data Review & Discussion   + All Faculty Meeting (August 10) Highlighted Topics   + OER   + Instructional Standards   + General Education   + Remind faculty that contract cheating has not gone away   + Ongoing work to expand class offerings at Fort Riley   + Disability Mentoring Day – October 18   + Supervisory Gatherings – Documentation+   + Topics should be topical and practical   + Elaine will put together a draft topic list for the Dean’s to look at   + 2023-2024 Themes & Goals     - Action Planning     - Reporting | | | | | | | | | |  |
| **Projects**   * Programming   + Welding Expansion   + Nursing (PN) @ Pratt Community College   + CNH Top Technician Training   + FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials   + Scales Technician @ Grandview/Transition Center   + Music Accompaniment | | | | | | | | | |  |
| **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 * Launch continuity planning across the instructional system * Inventory college processes via the Programs Topics and Processes committee * Complete the Ag complex campaign   **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 * Encourage opportunities for faculty collaboration * Incorporate instructional standards into faculty orientation and throughout the instructional system   **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 * Incorporate data research to innovate programs and services * Research competency-based education   **Theme #4**  **Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)**   * Support Student Success Alliance * Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students * Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education)   **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 * Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings. * Maintain and build business & industry and community partnerships * Research the college’s ability to serve as an intermediary for registered apprenticeships | | | | | | | | | |  |
| **Action Items:**   * Elaine, Kathy and Brian have a conversation about apprenticeships | | | | | | | | | |  |

**Next Meeting – August 23**