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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 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)
	+ 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
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| **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
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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
* 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
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| **Action Items:*** Elaine, Kathy and Brian have a conversation about apprenticeships
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**Next Meeting – August 23**