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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Wednesday, August 23, 2023 |
| Time | 1:30-3:00p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Claudia’s New Position**   * New position coming soon * Don’t need the Director of Instructional Excellence – will now be called Educational Technologist * Work with students, faculty, staff on integrity tools, technology, multi-media; work with instructional designers on course reviews and course design | | | | | | | | | |  |
| **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/Mark (Upcoming Meeting)     - Tech Grant Responses – Sent 7/10/23/Responses 7/28/23; Updated 8/14/23 * **Instructional Reviews**   + 2021-2023 Goals Due – September 1   + 2022-2024 Goals Due – September 1   + 2023-2025 Instructional Review Briefing – September 25   + 2023-2025 Instructional Reviews Begin – October 2 * **Systemwide General Education Program**   + June 1st KBOR Report to KBOR     - KBOR Feedback on One of Our Courses; we adjusted to KBOR’s request   + July 30 KBOR Report (Deadline Extended to August 11)     - KBOR Feedback on Program Emphasis     - Researching Other Institutions     - Plan to Call Meeting with KBOR   + Academic Degree Map     - General Education Update/Template Sent 7/31/23     - Progress?   + Board of Trustees Presentation – September Board Study Session (Instructional/KBOR Update)     - General education overview     - New education degree     - Performance funding criteria     - Degree maps overview * **Syllabus Update**   + 2023 Audits     - Spring (January 1-March 1); Report Ran March 15     - Summer (May 22-July 10); Report Ran May 22     - Fall (August 1-October 15); Run Report September 1   + Ange sent a video to assist in reviewing individual faculty members’ syllabi (revisit this topic)     - Did it help?     - If so, are you sharing with it with other supervisors who do faculty evaluations? * **Policies & Procedures**   + Religious Holidays – Elaine & Angie   + Telecommute (Alternate Work Location) Procedure – Elaine & Angie     - Remote is a permanent arrangement but not permanent if a person leaves the position     - Telecommute is a non-permanent arrangement     - Minimum of 1 year of service     - No more than 2 days a week and cannot be consecutive days – need to consider summer hours and if the 2 days is 8 hours each day     - Remote employees’ equipment will be college equipment but nothing beyond what they would have on campus     - Telecommute employees’ will not be provided with college equipment     - Doesn’t apply to adjuncts or temporary employees     - Need to update the five related forms     - Goal is to be done by Christmas   + Student Problem Resolution – Updated & Shared   + Academic Integrity – Updated/Forthcoming Share – small updates for artificial intelligence * **Instructional Standards**   + Sent to Faculty Council August 18 * **Upcoming Meetings**   + August 29 – State Apprenticeship Funds (Kurt, Kathy & Mark)   + August 29 – BASICS Online Meeting   + August 30 – Instructional Standards   + August 30 – Instructional Council     - How do we want to handle these meetings? Like an advisory board to Dean’s Council?     - What do we want their feedback on?   + August 31 – Zendesk Chatbot Demo   + September 5 – Religious Holidays Discussion (Angie & Elaine)   + September 5 – Vera “Student Voice” Webinar (Kathy & Elaine)   + September 5 – Faculty Council   + September 6 – Telecommuting Procedure Discussion (Angie & Elaine)   + September 6 – Outcomes Assessment Committee   + September 7 – Marketing/PR Advisory Meeting with Maggie     - What is the intent and purpose?   + September 8 – Assessment Institute Begin * **Student Authenticity Workgroup – Mather** (meeting in September) * **Competency Based Education – Mather** * **PR Advisory – Met in June/Upcoming Meeting** * **New Topics**   + Communicating with Students via Canvas Post Close of Class (Claudia)     - At the All Faculty Meeting Ange Davied asked if we could open up communications within Canvas after class closes     - Canvas doesn’t’ allow this     - Faculty can send a message from their inbox but it can’t be tied to a class; then students can reply to that message     - Faculty would have to initiate this message from their inbox for each class     - Should we ask faculty how frequently this happens for them? Claudia will ask faculty   + Dr. Kottas’ Idea     - For recruiting and retention send the student’s that make the Dean’s List a congratulatory message/card from the Dean’s     - This would be a mailing produced from the print shop     - All the Dean’s are on board with this idea     - Kathy will lead this project   + Building Open Houses at the start of semester     - Academics division foundations area hosted an open house last week in the Classroom building – well received by student’s and community members     - Consider doing this for the Science/Math, Fine Arts, and Technical buildings in the future in conjunction with Cougar Tales   + Supervisory Training     - Draft Topics       * Policies & Procedures       * Performance Appraisals/Faculty Evaluations       * Communication & Documentation       * Hiring & Orientation       * Discipline, Performance Plans & Termination       * Managing Projects, Programs & People         + Weave in Establishing & Leading Goals         + Weave in Delegation       * Conflict Management       * Work Environment & Teams       * Continuity Books       * Job Descriptions       * Dress Code/Work Attire   + Disability Mentoring Day – October 18   + 2023-2024 Themes & Goals     - Action Planning     - Reporting | | | | | | | | | |  |
| 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 * 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:** | | | | | | | | | |  |

**Next Meeting – September 12**