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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Meeting |
| Month | Tuesday, September 12, 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 |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * **Evaluations/Appraisals**   + Staff – Anniversary Month (Ongoing)   + November 1 – 1st/2nd Year Full-Time Faculty   + January 5 – Fall Adjunct Faculty * **Instructional Reviews**   + 2023-2025 Instructional Review Briefing – September 25   + 2023-2025 Instructional Reviews Begin – October 2     - Areas: Carpentry, Criminal Justice, Communications, Dance, Developmental Education, Early Childhood, Education, Emergency Management/Homeland Security, Fine Arts, Information Technology, Life Sciences, Medical Laboratory Technology, Medical Support, Military Programs, MOST, Occupational Safety & Health, Scales Technician and Social/Behavioral Sciences * **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**   + Policy #1600 (Instruction & Student Services)     - #2604 Procedure (SS)     - #2620 Procedure (SS)     - #2530 Procedure (I)     - Religious belief statement is good   + Telecommute (Alternate Work Location) Procedure – Elaine & Angie   + Procedure $#2511 Grade & Attendance (Incomplete Section)   + Angie has concerns with the Incomplete Grade Reporting section   + Most students request an incomplete because the student has a catastrophic event and usually faculty are willing to work with student   + Brian suggested language “when the event” * **Instructional Standards**   + Instructional Council & Faculty Council Feedback   + We will look at the comments from Faculty Council about the Instructional Standards and make recommendations * **Upcoming Meetings**   + September 13 – PTP   + September 13 – LICC   + September 14 – Instructional Standards   + September 14 – Zendesk Chatbot   + September 15 – KS-LSAMP Governing Board Meeting   + September 15 – KBOR Math Projects Webinar   + September 18 – President’s Staff   + September 19 – KBOR Systemwide Elementary Ed (PK-6) Transfer   + September 19 – Instructional Review Committee   + September 19 – Academic Degree Map Workgroup   + September 20 – KBOR Meetings   + September 20 – Academic Integrity Council   + September 21 – KBOR/Adult Education Monitoring Visit   + September 21 – Accreditation Meeting   + September 22 – Leadership Institute Launches   + September 25 – OER Extended   + September 25 – Institutional Research Data Discussion (Summer BOL Enrollment)   + September 25 – 2023-2025 Instructional Review Briefing   + September 27 – BASICS Online Workgroup * **Student Authenticity Workgroup – Mather** (meeting in September) * **Competency Based Education – Mather** * **Communicating with Students via Canvas Faculty Feedback – Mather** * Are faculty getting responses after the course closes? Are there pockets of faculty having trouble with Canvas communicating? * **PR Advisory** * **Dean Congratulation Notes – Dean’s List (Kottas)** * **Building Open Houses – Beginning of Fall Term (2024)** * There will be a meeting to discuss a Fall building open house * **New Topics**   + **KBOR Initiatives (Board of Trustees Report)**      * + Continuity Books   + Supervisory Training     - **List of Supervisors**     - 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       * Supervisors to add:       * Abby Kujath       * Megan Chambers       * Tim McKiernan       * Adult Healthcare leader       * Remove Christian Rivas   + Survey Results – List of Faculty/Supervisors   + Elaine will send an email for the non-completers of the survey, new deadline will be September 26   + 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 28**