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| **Agenda/Minutes** |
| Team Name | Dean’s Council Meeting |
| Month | Thursday, September 28, 2023 |
| Time | 1:30-2:30p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| o | 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
		- Classroom Visit Only – Upload into Agile
		- A supervisor has the right to evaluate their faculty at any time
	+ January 5 – Fall Adjunct Faculty
* **Instructional Reviews**
	+ Briefing Debrief
	+ 2023-2025 Instructional Reviews Begin – October 2-December 1
		- 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)**
	+ Sarah is finishing up the details from the audit.
	+ 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**
	+ Telecommute (Alternate Work Location) Procedure – Elaine & Angie
	+ Procedure $#2511 Grade & Attendance (Incomplete Section)
	+ The request form says “The student must initiate the request prior to the end of the academic term from the contract”.
	+ Elaine will change the policy to say the form must be initiated prior to the end of the term.
	+ In the Incomplete Grade Reporting section:
	+ Flip bullets one and four (bullet three was taken out)
	+ Add statement “At the time of such occurrence the student must have a passing grade”
* **Instructional Standards**
	+ Updated draft from Instructional Council & Faculty Council Feedback
* **Upcoming Meetings**
	+ October 2 – Faculty Council
	+ October 9 – Instructional Standards
	+ October 9-10 – FR Board of Trustees Retreat
	+ October 11 – PTP
	+ October 11 – Dynamic Strategic with EAB
	+ October 16 – President’s Staff
	+ October 16 – Live Chat/Student Communication
	+ October 16 – Executive Leadership Fall Update
	+ October 16 – Instructional Council
	+ October 17 – Continuity Resource Workshop
* Student Authenticity Workgroup – Mather
* Finalized notes from the meeting and will share them with Dean’s Council
* Competency Based Education – Mather
	+ Conference
	+ Webinar – Financial Aid (October 24)
* Communicating with Students via Canvas Faculty Feedback – Mather
* PR Advisory
* Continuity Books
* Supervisory Training – Upcoming Meeting November 2nd
	+ 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
* Non-Completers (Resource Survey)
* October 13th is the deadline to complete the survey
* **New Topics**
	+ Degree Maps
	+ ADA Guidelines for Face-to-Face Instruction
	+ The Center will provide a document with guidelines
	+ Cyber Security Training
	+ Title IX Training
	+ Presidential Search
	+ Disability Mentoring Day – October 18
	+ 2023-2024 Themes & Goals
		- Action Planning/Assignments
		- Reporting
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| Programming* Nursing (PN) @ Pratt Community College
* CNH Industrial Top Technician Training
* FR – Network Security, Early Childhood & BM&L – Entrepreneurial Emphasis, OSHA, Military Programs, Hazardous Materials
* Scales Technician @ Grandview
* 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 – Claudia Mather
* Launch continuity planning across the instructional system – Dean’s Council
* Inventory college processes via the Programs Topics and Processes committee – PTP (scheduling process)
* Complete the Ag complex campaign – Kathy Kottas

**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 – The Center
* Encourage opportunities for faculty collaboration – Dean’s Council
* Incorporate instructional standards into faculty orientation and throughout the instructional system – Dean’s Council (job description/evaluations)

**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 – Dean’s Council
* Incorporate data research to innovate programs and services – Dean’s Council
* Research competency-based education – The Center

**Theme #4****Prioritize student success initiatives (HLC 4.C; Barton Core Priority Drive Student Success and Cultivate Community Engagement)*** Support Student Success Alliance – Academic Development Center
* Incorporate Open Educational Resources with system-wide general education courses; promote as opportunity to students – Dean’s Council and Lee Miller
* Implement KBOR initiatives (system-wide general education, performance funding and Systemwide Transfer Associate Degree in Elementary Education) – Brian Howe and Instruction

**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 – Dean’s Council
* Research, develop and implement new programming; key areas including new programming in conjunction with Fort Riley/Fort Leavenworth MOU and non-credit offerings. – Dean’s Council
* Maintain and build business & industry and community partnerships – Kathy Kottas
* Research the college’s ability to serve as an intermediary for registered apprenticeships – Kathy Kottas
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| **Action Items:** |  |

**Next Meeting – October 18**