

FACULTY COUNCIL MEETING AGENDA (4 February, 2019)

1. Call to Order/Recognition of Invited Guests
2. Approval of January Minutes
3. Additions to the Agenda

Vice President's Report

Faculty Handbook

- The handbook was distributed last month.
- We will look at it again in April in preparation for the 2019-2020 book.

BOL Audit

- Ongoing review of the recent student and faculty survey results.
- Changes with collections in payment for online studies will begin with the first summer session. The following link (available on the BOL website) provides the updated payment information. <https://www.bartonline.org/summer-payment-policy>.
- Notices for substantive reviews have started. This review process will include all online courses and will continue through February 2020. Todd Mobray is leading this initiative.
- Thank you for sponsoring the discussion on Examiity at your January FC Wednesday session.

Committees

- The following is **an updated** list of council members and their respective committee assignments in addition to Faculty Council:
 - ✓•Amanda – STEM, Jack Kilby Science Day, Academics Month and Substantive Interaction
 - ✓•Kara – **CCSSE/PACE Comparison Committee (short-term)**
 - ✓•Kim – WTCE Essential Skills, Student Evaluation Committee
 - ✓•Gerald – Sustentative Interaction
 - ✓•Gil – OER
 - ✓•Gene – OER
 - ✓•Mike – Executive Leadership
 - ✓•Mark Shipman – Student Authenticity and LICC
 - ✓•Peter – Executive Leadership, Department Chair, Leadership Institute (17-18), Cultural Day, Academic Integrity and Academic Calendar
 - ✓•Mark Bogner – Student Evaluation Committee, **WTCE Career Fair Committee and Leadership Institute Selection Committee**

Outcomes Assessment

- Classroom Assessment Sub Committee – Ange Sullivan (Facilitator)

- I attended the Outcomes Assessment Committee meeting last week and Subcommittee Chair Ange Sullivan reported initially that 91% of our faculty submitted a CAT. However, as the committee has been reviewing the submissions, they are finding a percentage of faculty who submitted an empty report. The committee is currently reviewing to determine how many of the 91% received have no content. I have invited Ange to speak with Instructional Council to flush out whether or not the faculty who submitted an empty report did so purposefully or if they did not understand the directions/system. Ange also reported that in dialoguing with one instructor about their CAT submission, the faculty member said, “This is not a learning class.” in defense of not submitting a CAT. This is what today’s world might call a mic drop and not in a good way! We are a learning institution – our product is education which lends itself to learning.
 - Co-Curricular Sub Committee – Steve Lueth (Facilitator) has announced his retirement. Kathy Boeger will assume the facilitator role this fall.
 - Program Assessment – 13 programs are participating; during this process Coordinator Harrington is identifying faculty members who are voicing concerns about how they should assess competencies currently on their syllabi. This information combined with the fact that LICC rarely speaks to the assessment of student learning during their course reviews has prompted conversation about the potential addition of an assessment review component in conjunction with LICC processes. This will first be discussed at the February Instructional Council meeting.
 - Assessment Institute – first institute concludes in April.

Distinguished Instructor Award

- I noted you are discussing this at your meeting this month.
- As previously shared, the College is removing the Distinguished Instructor presentation from the GB graduation ceremony next year. The DI awardees will be recognized, but there won’t be any further comment, nor presentation of a plaque at the commencement.
- In visiting with Dr. Heilman, he said he may continue with the pre-graduation dinner in GB that includes invitations to the GB outstanding graduates and all distinguished instructors. For those who choose to attend, they would be recognized at the dinner in a more formal manner including receipt of their plaque.
- Chairman Cox has suggested FR/Grandview recipients recognized at the FR Phi Theta Kappa ceremony

General Education Project/Degree Credit Reduction (64-60)

- Project needs to be completed and ready for implementation April 1, 2020. The 2020-2021 academic year will have the first impact.
- Parallel project with Concourse, a syllabus management system that interfaces with Canvas. This system will support multiple areas of syllabus development and upkeep including institutional, departmental and instructor.
- Dean Howe has appointed a LICC subcommittee to identify where general education courses will be placed within the new general education arrangement. This committee anticipates their work complete by April 1st.

OER

- The three year timeline for OER implementation has been approved.
- The OER Workgroup meeting was postponed due to my absence with my parents; I requested feedback from committee members for the development of a faculty and student survey.
- A review process will be established to ensure courses utilizing OER meet compliance, licensure and best practice standards including ADA, cyber security, copyright and creative commons. This process will allow the College to brand courses offering OER and will support marketing and awareness messaging.

Academic Integrity

- The Academic Integrity Council (subcommittee) is working on potential revisions to the current integrity procedure; the council meeting was postponed due to my absence with my parents.
- Identified another method of cheating a couple of weeks ago – false transcripts were submitted for pre-requisite approval into coursework. Enrollment Services personnel caught the fraudulent information and confirmed with the transfer institutions.
- A small group will attend the International Conference on Academic Integrity in March; they will determine if the conference is a good fit for Barton and if so, we will plan to send representatives each year.

ADA

- The ADA Committee has had one meeting.
- There is much to discuss with respect to next steps to ensure all online and resident (face-to-face) classes are federally compliant.
- This will be a large and long-term project.

BOL Restructure

- As promised last month, I have details to share concerning the BOL Restructure I've mentioned in previous reports.
- For two decades, the College has utilized the BARTonline team's experience and expertise to support online coursework including individual class offerings as well as online certificate and degree programs. As the institution celebrates its 20th anniversary of online operations, there is need for continued advancement in educational innovation and technology, responsiveness to increasing federal and state compliance requirements and an organizational structure that supports inclusive coordination of online and resident (face-to-face) coursework. In addition, there is an opportunity for the team to provide support for new college initiatives including Academic Integrity (AI), Open Educational Resources (OER) and Americans with Disabilities (ADA).
- The new model includes a title change for the work unit currently called BOL. The new title, Center for Academic Innovation & Excellence, includes the function of support for online and resident (face-to-face) classes. It does not alter any current reporting structures; thereby Deans and Executive Directors currently

managing instructional areas remain the same. Claudia Mather will continue to function as the leader and will continue to report to me. Claudia will have a title change from Associate Dean of Distance Learning to Associate Dean of Instruction. This title supports work the Center for Academic Innovation & Excellence will do to support both online and resident (face-to-face) coursework.

- The Center will feature three areas: Instructional Excellence, Innovation and Compliance and Distance Learning.
- The Instructional Excellence area will assist faculty to develop and maintain coursework (online and resident) including useful instructional tools that support diverse learning styles and student engagement. This area will continue to support eCertification for online courses and will assist the College to identify a similar certification for resident coursework. Instructional design, multimedia presence and course reviews will also be available with this area. Todd Mobray will serve as the Director of this area.
- The Innovation and Compliance area features a new Director position. The Director will work with team members in addition to faculty, Instructional Council and three work groups, i.e. Academic Integrity Council, OER Workgroup and ADA Committee to ensure the College is compliant and innovative with respect to these initiatives. Faculty will have training and access to a colleague who will help them ensure courses are accessible to all students; academic integrity matters are addressed in a consistent manner and OER assistance is available for applicable coursework. The Director of Teaching Excellence and the new Director position will work closely together to review for compliance of ADA and OER in Barton courses. Lee Miller, current Director of our Fort Leavenworth operations will assume this Director position.
- The Distance Learning group will continue to serve as the lead contacts for the College's distance learning program. The team will work closely with the Vice-President of Student Services and her team to ensure consistent and applicable service and communication is extended to students, while the team will also work with instructional leaders, i.e. Deans and Executive Directors to support programming, strategic scheduling and faculty. Erin Eggers will serve as the Director of this area.
- The Center for Academic Innovation and Excellence has three priorities associated with its implementation: (1) development of coordination and processes associated with Academic Integrity, Open Educational Resources and ADA, (2) support for all coursework (online and resident, i.e. face-to-face) and (3) faculty development. Priorities #1 and #3 will be included in the College's Title III application which will be submitted this spring.
- Lee Miller's transition will occur over the spring as we work to replace the Fort Leavenworth Director position. The FL position will shift to part-time instead of its current full-time status. Director Miller will relocate to the Great Bend campus once a replacement has been named and transition has been achieved.
- Notice of this information will be shared with the College this week.

Professional Development

- Professional Development Steering Council has submitted recommended updates to college procedure; the procedure was reviewed at the January President's Staff meeting and will have a final reading at the February President's Staff meeting.
- The PD Council met last week and began reviewing the survey results. Members also started discussions about an annual plan for professional development.

Institutional Team

- Faculty Council is one of the College's HLC Institutional Teams. Membership, facilitator, minute taker, current charter and agendas/minutes are required and need to be posted to the College's website.
- I see your charter is on the agenda for tomorrow – I'm looking forward to receiving your updated charter.

Ongoing Projects

- Title III – (Academic Integrity, ADA, OER, Active Learning Classrooms, Orientation & Mentoring and Teaching & Learning Institute)
- Procedures: Grade Revocation Procedure, Student Maximum Credit Hours and Finals
- Student Evaluations
- Staff Appraisals/Faculty Evaluations – moving towards an automated tool to complete.
- CCSSE Discussion
- Academic Calendar – this committee met last week and spent the majority of the meeting time discussing suggestions provided by FC Vice-Chair Solie. Discussions will continue.

Other Upcoming Events & Activities

- CTE Month – February
- GB Forum – February 7
- Board of Trustees Study Session – February 12
- Junior Day – February 13
- Board of Trustees Board Meeting – February 26
- Great Bend Graduation – May 10
- FR PTK – May 22
- FR Graduation – May 23
- Fort Leavenworth Graduation – June 12
- Barton's 50th Anniversary – September

4. Old Business

a. Due Outs

- 2019 – 2022 Faculty Council Strategic Plan

- Faculty Council Charter
 - b. Sub-committees Reports
 - Academic Integrity
 - Substantive Interaction
 - Student Authentication.
 - OER
 - c. Updated Projects List
 - Teaching and Learning Institute
 - d. 3rd Wednesday Schedule
 - 20 Feb (Contract Cheating)
 - 20 Mar (Substantive Interaction)
 - 17 Apr (Canvas Update/What did we learn, AY 2018-2019?)
 - e. Distinguished Instructor Award
 - Nomination Letters
 - Suspense to College
 - Vote at 1 April Meeting
 - f. March Madness Bracketology Challenge
 - g. Faculty Council Elections
 - Campus Elections completed by 31 March
 - Council Elections at the 1 Apr Meeting
5. New Business

6. Upcoming Events

- a. BOT Presentation 23 April
- b. Next Meeting: 4 Mar, 1 Apr
- c. 3rd Wednesday, 20 Feb, 20 Mar, 17 Apr

7. Lies, Rumors, Made Up Facts

8. Adjourn

