

FACULTY COUNCIL MEETING AGENDA (7 January, 2019)

1. Call to Order/ Introduction of New Members/ Recognition of Invited Guests
2. Approval of December Minutes
3. Additions to the Agenda

VP's Report

Faculty Handbook

- Thanks for the feedback; I believe Jenna Wornkey has responded to Mike, Peter and Amanda in response to their emails.
- I've made one last look after Jenna made edits in response to your feedback. Instructional Council is taking one more look and then we will make the 2018-2019 handbook available.
- We plan to begin looking again in April in preparation for the 2019-2020 book.

BOL Audit

- The Audit committee has a lot to address. They will review the results from the recent student and faculty survey pertinent to the current BOL schedule format. In addition, the committee will be visiting with Mark Dean regarding the significant increase in accounts receivable that resulted when we shifted last year and allowed online students to enroll without payment. We aligned online and resident (face-to-face) students with respect to payment arrangements; however, we are taking a toll on accounts receivable. There will likely be changes before this new year ends.
- As discussed at the BOL Division meeting last week, we are preparing to release a schedule for current online classes to be reviewed for substantive interaction. The rubric was updated last year and new courses/new instructors have already experienced this review. Todd Mobray will lead the substantive interaction reviews. Reviews will begin in March and will continue through February 2020. Schedules are forthcoming.
 - Substantive Interaction subcommittee member, Mr. Butler, has talked to AD Mather about FC's 3rd Wednesday in February focusing on the substantive interaction reviews. Please let Claudia and Todd know if you want to schedule in that manner.
- Also discussed at last week's BOL Division meeting, we had a pilot group of faculty use Examity last fall. On December 12 and 13 additional faculty participated in training and will begin using the tool. Examity is beneficial for faculty who have a majority of course points earned through exams. I believe FC is planning to feature more Examity training at their January 3rd Wednesday session.

Committees

- The following is a 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 –
- ✓ 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

Outcomes Assessment

- Classroom Assessment Sub Committee – Ange Sullivan (Facilitator)
 - Last week we were at approximately 76% submitted for fall CATS. Faculty who have not submitted are being contacted by their respective supervisor to complete this requirement.
- Co-Curricular Sub Committee – Steve Lueth (Facilitator)
- Program Assessment – 13 programs are participating
- Assessment Institute – ongoing

Distinguished Instructor Award

- As mentioned in a previous email, we are removing the Distinguished Instructor presentation from the GB graduation ceremony next year. We will announce the DI awardees, 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)

- Dean Howe sent an update on November 30th pertinent to the approval new general education program.
- 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. A sub-committee of LICC will address this project; PTP will also support the project on behalf of operations and processes. LICC is meeting this week – I anticipate that Dean Howe will provide additional updates.

OER

- The three year timeline for OER implementation has been approved.
- 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.
- The OER Workgroup will resume meeting later this winter/spring.

Academic Integrity

- The Academic Integrity Council has completed their charter and a subcommittee has been formed to recommend definitions and expectations.
 - The subcommittee is working on additional revisions to the current procedure.
 - I sent out data on integrity violations last week.
 - Student messaging and professional development will be priorities this year.
 - 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 members have completed their professional development from Wichita State University.
- They are meeting this month to begin discussing 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

- We are moving towards a restructure of the current BOL area in the New Year. For nearly 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 nears the 20th year anniversary of its online operations, there is need for continued advancement in educational 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 this team to provide support for new college initiatives including Academic Integrity (AI), Open Educational Resources (OER) and Americans with Disabilities (ADA).
- I should have more details for you on this project next month.

Professional Development

- Professional Development Steering Council has submitted recommended updates to college procedure; the procedure will be reviewed at the January and February President's Staff meeting.

- The PD Council is meeting this month and will begin reviewing the survey results, discussing finances for PD and begin working with Jenna to draft an annual PD plan.

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.
- **Question – has faculty council completed its 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
- Summer College & Career Academy – Opportunity for Students (6-12 Grade)
- Student Evaluations
- Staff Appraisals/Faculty Evaluations – moving towards an automated tool to complete.
- CCSSE Results – these results will be presented at a future Board of Trustees meeting

Faculty Council 3rd Wednesday PD Series

Jenna and I remain available to assist with promotion and scheduling of this series. I think it is important to release a schedule of upcoming sessions as early as possible with dates, times and topics. Calendars are a tough thing for everyone, so the sooner individuals know about the opportunities, the better the potential attendance.

Other Upcoming Events & Activities

- FR/GVP Forum – January 10
- VP to Topeka – Week of January 14th
- CTE Month - February
- Great Bend Graduation – May 10, 2019
- FR PTK – May 22
- FR Graduation – May 23
- Fort Leavenworth Graduation – June 12, 2019
- Barton's 50th Anniversary – September 2019

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
 - Faculty Council Charter
 - Credit Hour Cap
 - d. 3rd Wednesday Schedule
 - a. 16 Jan (Examity)
 - b. 20 Feb (Contract Cheating)
 - c. 20 Mar (Canvas Update)
 - d. 17 Apr (What did we learn, AY 2018-2019?)
 - e. 2019 – 2022 Faculty Council Strategic Plan
5. New Business
- a. Policy Letter 2458 (Employee Training)
 - b. Distinguished Instructor Award
 - c. March Madness Bracketology Challenge
 - d. Faculty Council Elections
 - e. Due Outs
6. Upcoming Events
- a. Next Meeting: Feb 4, 4 Mar
 - b. 3rd Wednesday, 16 Jan, 20 Feb, 20 Mar
7. Lies, Rumors, Made Up Facts
8. Adjourn