

FACULTY COUNCIL MEETING AGENDA (5 Nov 2018)

1. Call to Order/ Introduction of Invited Guests
2. Approval of October Minutes
3. Additions to the Agenda
4. Vice President's Report

The following is my report for your Faculty Council meeting tomorrow:

Faculty Handbook

- The draft 2018-2019 faculty handbook was sent Friday, November 2 via email.
- Please review and submit your feedback to Jenna Wornkey no later than Wednesday, December 5th 5:00p.m.

BOL Audit

- The authenticity subcommittee is hosting a meeting Tuesday night for those faculty in the Examity pilot. Feedback will be used to prepare for the transition of all online faculty to the use of Examity in the new year.
- A draft calendar is in development for reviewing all current online courses for substantive interaction. This process is already taking place for new courses to the online platform. Release of this information is forthcoming.
- AD Mather is reviewing summer data on the new BOL schedule format; she will complete the same process for fall data.
- Faculty member and student surveys on the new BOL schedule format will be released in the new year.

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 – Student Authenticity and LICC
 - ✓• Peter – Executive Leadership, Department Chair, Leadership Institute (17-18), Cultural Day, Academic Integrity and Academic Calendar

Outcomes Assessment

- Classroom Assessment Sub Committee – Ange Sullivan (Facilitator)

- New CAT submission guidelines (using Canvas) have been communicated by sub-committee member Brenda Siebold
- Co-Curricular Sub Committee – Steve Lueth (Facilitator)
- Program Assessment – Eight programs participating; four additional programs have been added to begin in 2019
- 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)

- Proposal goes before the board for a vote at the November board meeting.
- IF the proposal is approved, LICC will lead implementation of the new general education system – effective by April 1, 2020 in time for fall enrollment for the 2020-2021 academic year.
- This proposal will shift AA, AS and AGS degrees to 60 credits.
- The AAS degree's credits will remain unchanged; however, if the general education proposal is approved, this will impact the general education associated with the AAS degree.
- Instruction was awarded funds through the strategic planning process to purchase Concourse, a syllabus management system that interfaces with Canvas. This system will aid multiple areas of syllabus development and upkeep including institutional, departmental and instructor. A sub-committee of LICC will be addressing this project – more information to come.

OER

- The subcommittee has prepared a three year timeline for OER implementation – the full committee has reviewed. I will send to Dr. Heilman this week for review prior to a formal presentation to the Board of Trustees next week at their fall retreat.
- 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 has completed their charter and a subcommittee has been formed to recommend definitions and expectations.

Professional Development

- Professional Development Steering Council is working on definitions and potential procedure revisions.
- A new taskforce has been commissioned to work with Jenna Wornkey.
- An employee survey is forthcoming in November.

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 New Projects

- Grade Revocation Procedure – reviewing for potential updates. With the increase in academic integrity violations, there may be occasions to utilize this procedure.
- Maximum Credit Hours – working towards a recommendation
- Summer College & Career Academy – Opportunity for Students (6-12 Grade)
- ADA Committee – completing professional development coursework through WSU – will meet to review in December
- Student Evaluations – reviewing current instrument, questions and method for survey. Kim Brennan is serving on this new committee.

CCSSE Results

- Presentation to the Board of Trustees – December
- Faculty Forum in the Spring

Faculty Council 3rd Wednesday PD Series

I sent the following email message to Chair Cox and Vice-Chair Solie on October 24th:

Mike & Peter,

The Faculty Council PD Series is a great way to get key topics in front of the College's faculty! I'm excited with the work Faculty Council is doing to provide this opportunity and I would like to suggest some enhancements to promoting the series.

I recognize each month those who choose to attend are notified about the next series date and topic; however, I don't know if this information is getting out to all faculty in an advanced manner. My experience with the promotion of events and activities has taught me there needs to be a larger window of time between the initial promotion of the upcoming event and that it also helps if the target audience has at least one-two reminders after the initial promo before the activity.

Today's session had incredibly valuable information, but unfortunately there were only a dozen folks in attendance. I'm concerned the largest majority of faculty did not know about the series session until the meeting appointment/zoom link was shared this morning. Faculty are no different than anyone else – their calendars are full and they need advanced notice to make the choice to add something to their work day.

If there is something I can do to assist, please let me know.

In visiting with Vice-Chair Solie on October 31st, he suggested the council work with Jenna Wornkey for the purpose of scheduling the 2019 FC PD Series and utilizing Jenna to promote the individual sessions. Faculty Council would identify the specific dates (full year schedule) with Jenna and she would promote the meetings while FC identified the topics and continue to facilitate the sessions. This process will allow for greater awareness of the sessions – provide a year-wide knowledge of dates for calendar purposes and enhance promotion. **Please let me know if you would like to move in this direction.**

Other Upcoming Events & Activities

- President's Forum (FR) – November 8
- Senior Day – November 14
- Jack Kilby Day – November 19
- GB Holiday Party – December 7
- FR/FL/Grandview Holiday Party – December 14
- Great Bend Graduation – May 10, 2019
- Fort Leavenworth Graduation – June 12, 2019
- Barton's 50th Anniversary – September 2019

5. Old Business

- a. Due Outs
- b. BOL Audit 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. 14 Nov (Teaching and Learning Institute)
 - b. 16 Jan (TBD)
 - c. 20 Feb (TBD)
 - d. 20 Mar (TBD)
- e. General Education Initiative

- f. 2019 – 2022 Faculty Council Strategic Plan
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- 6. New Business
 - a. Faculty Handbook
 - b. Due Outs
 - c. Kansas Core Outcomes Committee Meetings Reports
 - d. 2019 – 2022 Faculty Council Strategic Plan
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- 7. Upcoming Events
 - a. Next Meeting: Dec 3, Jan 7, Feb 4
 - b. FR/GVP All College Forum 8 Nov
 - c. 3rd Wednesday, 14 Nov
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- 8. Lies, Rumors, Made Up Facts
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- 9. Adjourn