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| AGENDA/MINUTES |
| Team Name | Deans Council Meeting |
| Date | October 12, 2017 |
| Time | 1:15-2:45p.m. |
| Location | S-139  |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| X  | Brian Howe |  X | Jane Howard | X | Kurtis Teal |  |  |
| X | Angie Maddy |  X | Claudia Mather |  X | Ashley Anderson |  |  |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** Academic Integrity Procedure
	+ Revisions forwarded to Dr. Heilman for review
	+ Next steps – sent to college family for feedback
	+ Scheduled to go for first reading at October President’s Staff
* Employee Appraisals & Evaluations
	+ Updated chart sent 10/11/17
		- FT/PT – November 10
		- Adjunct - December 1
		- Brian has concerns about this date, the only thing he can see is session 1 because sessions 2 & 3 are still going on. Elaine will update the chart with January 12 for fall, spring due date May 25 and summer due date August 31.
	+ Adjunct faculty fall evaluation list sent 10/11/17
	+ Directions for managing faculty with lack of teaching assignment/cancelled class sent 10/11/17
	+ Directions for managing new adjunct hires or terminations sent 10/11/17
* Strategic Planning
	+ Updated spreadsheet and timeline reminder sent 10/11/17 – this will be a monthly board report
* Program Review
	+ Timeline Reminder Sent 10/11/17 – Caicey sent data
* FLAC Preparations – Status – Claudia is doing paper for session 3 and intercession
* Revised Class Minimums – Reminder Sent 10/11/17 – should start in the spring
* Promotional Assistance – Claudia, Brian, Ashley and Kurt said yes to this assistance
* Peter Solie’s Schedule Input
* Concourse – Brian – Jane attended Concourse – she feels that is syllabi is important, consistency is important, and it is available to all adjunct, BOL, FR/FL, GVP then the money should be spent. One concern-is there an exit clause, we need to ask them to extend the quote.
 | Elaine |
| **New Discussion Topics*** Faculty Credential Form – form sent 10/11/17 – Elaine is checking to see if it is OK to take the instructor signature line off the form
* BOL Course Development (New & New Instructor)
* Program Review (Emphasis on BOL)
* New BOL Bookstore Processes
* Managing Session Caps & Faculty Payment
* AI Procedure
	+ Michael’s Comments
* Submitting Strategic Plan Updates to Charles
* Class Cancellations
* ADA
* Faculty Hand book
* Summer Programming
* Next Procedure
 | Elaine |
| **Action Items*** Claudia – take the current college intellectual policy, take your research and start working to revise it. Do not put the money part in the policy. Does this policy need to go to the college attorney?
* Elaine – send program review form to the group
* Elaine – faculty credential form update
* Leaders – familiarize themselves with the book store process from Claudia
* Denise – set up a meeting…Class cancelations and hosting classes
* Elaine – redo faculty evaluation dates
* Special class cancellation procedure and class management
* Special meeting on summer programing
* Elaine – reach out to see if they want to bring representatives to summer programing
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