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| AGENDA/**MINUTES** |
| Team Name | Deans Council Meeting Minutes |
| Date | February 7, 2018 |
| Time | 12:45-2:15p.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 | Kathy Kottas |
| x | Angie Maddy | x | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
| x | Jo Harrington |  |   |  |  |  |  |
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| Topics/Notes | Reporter |
| **Assessment – Guest Jo Harrington (Coordinator of Assessment)*** Outcomes Assessment Committee Update
	+ CAT Subcommittee Update
	+ The committee is working on a proposal or implementation in the number of CATS reported. Now the requirement is a CAT for every class taught. By fall the proposed requirement is a CAT for every class but only document one class. Exception list is the time frame of class (two-week class is exempt). Brian suggested Jo select a CRN for faculty. Once the proposal goes to OAC committee and then back to Dean’s council. The idea is to showcase the class that has the most student learning.
	+ Co-Curriculum Subcommittee Update
	+ Assessment Academy Update
	+ Received the questions, it is due to be locking in on February 8
	+ Program Assessment Update
	+ There will be multiple pilots, four academic, four workforce programs, they should be identified by the end of February
	+ Assessment Institute Draft Content & Faculty
	+ Jo put together a draft for selection. Brian is still concerned about the time commitment for adjuncts. The group is OK with regular PT people on the committee.
	+ Participation lists: let Elaine know who you want to add to the Assessment institute committee by February 23

**Follow-up Topics*** Academic Integrity/Title IX Policy Quiz
	+ Current decisions: all students regardless of venue and location and needs to be updated
	+ Angie feels the quiz should be at the time a student enrolls. There are a lot of students that apply but do not enroll. She wonders if it could be tied to online orientation. She will let her folks know that we are interested in tying it in Banner.
	+ Interests: students only need to take once per semester
	+ F2F students should take the quiz also
	+ Updates: Claudia & Angie (Portal, Badges, Etc.)
* BioSig Update (Claudia)
	+ Intent to Discontinue Notice
	+ There was training, dedicated use by faculty, after discussion Claudia is feeling better about saying no to renewal. For the first time BioSig did come in handy but that doesn’t change her mind, too much money and too much man time.
	+ Faculty Notification
	+ Elaine notified the president and Claudia notified the faculty not to roll it over.
	+ Alternatives – Student Authenticity Committee
	+ Claudia suggested a proctoring service. She says there has to be a way to validate students from the start, like a photo so we know them when they start the class.
	+ Claudia will continue to work with the committee, because we will have a gap
* Employee Appraisals & Evaluations
	+ - Adjunct (Spring) – May 25
		- PT/FT (1st & 2nd Year Non-Tenured, 3rd Year Non-Tenured, Fourth Year Tenured and 5th Year & Beyond Tenured)
		- Staff (March-May); HR Notice Forthcoming
* Strategic Planning
	+ Final Review; Submitting This Week
* Program Reviews
* There are a few more to come. Ashley has one, Brian has a few, Jane is waiting on documents, Kurt, Kathy and Mary are complete.
* Faculty Credential Form
* Course Development/OER Fees – 2nd Draft – Comments to Claudia
* Claudia received no feedback on the 2nd draft. Please send her feedback and we will be adding an OER portion
* Phone Hunt Groups – Office Areas
* February Academic Integrity Faculty Forum - Debrief
* Procedure 2511 – Grade & Attendance – 1st draft
	+ Waiting on Incomplete Information
	+ Further Discussion on Time Logs (independent study, self-paced and arrangement classes; internships and different forms)
	+ The term self-paced (in yellow) can be removed. The time log form will be updated and made available
	+ Grade Appeal
	+ The timeframe needs to be standardized (business days, calendar days etc…)
* NISOD Conference & Award
	+ Memberships Fees - $1,000/yr.
	+ Conference Cost (2017) - $535/person
	+ Travel & Hotel Cost (2017) - $3,000
	+ Garrett’s Communication
	+ Decision
	+ Brian and Ashley feel we should do NISOD this year and perhaps move to the ACCT Award for faculty. Elaine proposed to send two people to the conference. They proposed to send a note and find out how many people want to go to the conference and Dean’s Council will nominate two people to go.
* ACCT Awards – https://www.acct.org/article/acct-regional-awards
* Finals Schedule – Evening Classes/Hybrid
	+ Brian – Hybrid Recommendation
	+ Jane – Evening Recommendation
* Committee Membership List – Updated/Sarah Working on Area Column
* FLAC
* Certificate Completion (No H.S. Transcript/GED) Update
* CPL (Lori’s Email) – Have You Responded?
* Student Evaluations – Process for Review/Faculty Feedback
* Adjunct Faculty Email Addresses – Draft Procedure
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| **New Discussion Topics*** Program Budget Requests – April 1st
* Departmental & Activity Scholarships (Academics & Workforce) – March 1
* Professional Development, PD Position & Professional Conference Days Discussion
* Committee Service
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| **Action Items*** Elaine ask Claudia to take a look at the current online quiz and see if there needs to be updates and send an update draft.
* In 2019 there will be a committee to create a new evaluation process
* Don’t forget the faculty credential forms
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