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| AGENDA/**MINUTES** | |
| Team Name | Deans Council Meeting Minutes |
| Date | March 6, 2018 |
| Time | 2:00-3:30p.m. |
| Location | S-139 |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| o | Brian Howe | | x | Jane Howard | x | Kurtis Teal | | | x | Kathy Kottas |
| o | Angie Maddy | | o | Claudia Mather | x | Ashley Anderson | | | x | Mary Foley |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Topics**   * **Assessment**   + CAT Subcommittee & Co-Curriculum Sub-Committee Have Members     - CAT Subcommittee Doesn’t Want to Apply Random Process to Identify Reportable CAT   + Program Assessment     - Four Academic Programs: Math, Dev Ed, HPER and Education     - Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management, Homeland Security   + Assessment Institute     - Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek     - WTCE: Automotive, Kim Spect     - GVP: Theresa Smith     - Fort Riley/Leavenworth: Kenneth Kolembe, Jessica Frasco * Academic Integrity/Title IX Policy Quiz   + Current decisions: all students regardless of venue and location; information needs to be updated   + Angie is working with Student Services to identify a Banner tie-in   + Elaine attended the Athletic Academic Integrity seminar; upcoming meeting to discuss in conjunction with idea on ethics and moral article   + Discussion point: frequency of participation * BioSig Update   + Letter of non-renewal set   + Student Authenticity Committee – working on recommendations to fill gaps   + Student Authenticity Committee is demoing some proctoring services * 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) – March 9th     - Elaine will send the president an email to let him know of any situations of non-renewal. The April study session will be the first look at the tenure chart.     - Once faculty is tenured they have an evaluation every three years.     - Staff Appraisals  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | Start Date | Due to Evaluator By No Later Than | Evaluator to HR By No Later Than | HR to Vice President and/or President By No Later Than | President to HR By No Later Than | | 2018 | March 5 | May 7 | May 25 | June 1 | June 15 |  * Program Reviews - reviewing * Faculty Credential Form * Course Development/OER Fees – 3rd Draft * Phone Hunt Groups – Office Areas Complete * Procedure 2511 – Grade & Attendance – 2nd Draft Send to Lori Crowther, she will look at the policy.   + Time Log Draft   + Brian is using the form, Mary and Kathy have a different form they would like to continue to use. * NISOD Award   + Self- Nomination Criteria   + Dean’s Council should come up with questions/criteria for a nomination form. Two faculty member to attend the conference.   + Deadline * ACCT Awards   + Faculty – Due June 18th * Finals Schedule – Evening Classes/Hybrid   + Brian – Hybrid Recommendation   + Jane – Evening Recommendation   + Jane looked at Monday thru Thursday, recommendation is Monday classes final on the 3rd, Tuesday on the 4th. She will send a copy of her recommendations   + Brian said for hybrid there is an issue, Tuesday classes will do the final before finals week actually starts.   + Elaine’s goal is to have the final schedule updated before faculty go home in the spring. * Committee Membership List * Elaine will send the document, take a look at it and maybe use it as a resource to consider putting people on committees. * Certificate Completion (No H.S. Transcript/GED) – Headed to PTP * CPL (Lori’s Email) – Jane Responded – Anyone Else? * Lori, move forward * Student Evaluations – Process for Review/Faculty Feedback * Adjunct Faculty Email Addresses – Going to Second Reading * Mark Dean and Michelle are in conversation | | | | | | | | | |  |
| **New Discussion Topics**   * BOL Fall Schedule – Swim Lanes * Out-District – March 9 * Catalog – March 16 * Program Budget Requests – April 1st * Professional Development, PD Position & Professional Conference Days Discussion   + New Faculty Orientation   + BOL Division – Student Interaction   + CCSSE Forum   + Over 500 students online and 350 on them are FT online   + Adjunct Faculty (CEP?) * Textbooks – Mark Dean’s Comments – Email Sent 2/12/18 * Student Maximum Load – Eye on Summer (six week sessions) * Evaluating Online Faculty – Differences in Training/Orientation via Course Development vs. Actual Evaluation VS Addendum * 2019 Faculty Evaluation Project | | | | | | | | | |  |
| **Action Items**   * Think about fall adjunct faculty and new faculty meetings, professional conference days, BOL division meeting, CEP meeting – have a recommendation by the next Dean’s meeting on March 26 * Schedule a separate meeting for discussion of the same textbook for the same classes * Elaine, have a small group to sit and talk about ADA and go back through the notes from WSU presenter * Schedule a special meeting to talk about student maximum hour load * Have a meeting with Mark and Julie to talk about evaluation systems (in the summer) and hope to have a new system by Fall 2019 * July 10, Dean’s Council retreat * July 12, Executive Leadership meeting | | | | | | | | | |  |

**Next Meeting:**

**1:30pm March 26, 2018**

**1:30pm April 16, 2018**