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| **AGENDA/MINUTES** |
| Team Name | Deans Council Meeting Agenda |
| Date | May 7, 2018 |
| Time | 1:30-3:00p.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 |
| **Follow-up Topics*** Assessment
	+ CATS
	+ Jo will send a reminder, people tend to wait until grades are in before submitting.
	+ Co-Curricular
	+ There have been two meetings and will look at the list most recent. Inclusion and diversity met las week and are working on different events. Jo will follow up and decide what goals they have.
	+ 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 Specht
		- GVP: Teresa Smith
		- Fort Riley/Leavenworth: Kenneth Kolembe, Jessica Fullen
		- Jo met with Automotive and are getting goals set. He has done Math and Statistics. Education will meet again in the fall. He hasn’t met with Kurt’s area or the Nursing area. Shooting for October 2019 for program reviews
		- Brian ask if new hires could start in the Assessment Institute? Jo will think about that.
	+ HLC Update
* Employee Appraisals & Evaluations
	+ - Adjunct (Spring) – May 25
		- Staff Appraisals (WTCE to Me – May 4); Others to HR May 25
* Course Development/OER Fees – Draft Review
* Elaine would like to see a statement saying this is F2F and online. There was a discussion about payment for F2F. Mary, Ashley, Kurt feel that F2F should be paid for course development.
* Elaine feels the procedure is not ready to roll out.
* Subcommittee Student Interaction – Draft Expectations – sent last week
* Subcommittee Student Authenticity
* Examity is a proctoring service we have a demo with May 16. Claudia feels this could replace Pinopto.
* Procedure 2511 – Grade & Attendance – Visited with Lori/Information Forthcoming
* NISOD Award – Matt Connell & Kim Bradney
* Travel arrangements have been made
* ACCT Awards
	+ Faculty – Due June 18th
* Finals Schedule (Fall 19) – Sent/Included Evening/Hybrid
* Updated Academic Calendar Sent – Change with Spring Break
* Faculty Contract Dates – New GB Faculty Start August 1st
* Certificate Completion (No H.S. Transcript/GED)
	+ Admissions Policy Updated (Angie)
* Student Evaluations – Process for Review/Faculty Feedback
* Adjunct Faculty Email Addresses – Status
* Cyber Training - Status
* BOL Schedule Deadlines – Meeting with Lori
* Professional Development
	+ Conference Days
	+ Coordinator of Professional Development
* Distinguished Instructors
* Oleg Ravitskiy – Great Bend Campus (Full-time) – participating 5/11
* Kayci Strickland – Great Bend Campus (Adjunct) – participating 5/11
* James Henderson – Grandview Plaza Campus (Full-time)
* Makenzie Maldonado – Grandview Plaza Campus (Adjunct) – participating 5/11
* Randy Klinger – Fort Leavenworth Campus (Adjunct)
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| **New Discussion Topics*** Upcoming Events
	+ May 11 – MLT Pinning, Honors Celebration, Nursing Pinning, Dinner & Commencement
	+ May 14 – FLAC Mini-Retreat
		- Agenda Items
	+ May 24 – Fort Riley
	+ June 13 – Fort Leavenworth
	+ Student Interaction Faculty Forum (BOL Division Meeting+)
	+ CCSSE Survey Results – Faculty Forum
* Upcoming Project Meetings
	+ Academic Integrity/Moral & Character Development Meeting – Need to Schedule Additional Meetings
	+ Textbooks – Mark Dean’s Comments – Meetings May 14 & June 18
	+ Student Maximum Load – Meetings June 6 & 26
	+ 2019 Faculty Evaluation Project – Meeting with HR May 29
	+ New Faculty Orientation – Meetings May 18, June 4, June 28 & July 25
	+ Adjunct Faculty – May 16, June 27 & July 25
* Dean’s Council Retreat – ~~July 10~~ June 5
* Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little)
* Spring Break 2020+
* HLC Conference Outcomes/Projects & Initiatives
	+ Enhanced Program Review – Materials from Session
	+ Strategic Planning Approach – Implementing This Summer
	+ New Faculty Orientation – Starting Implementation This Fall
	+ Teaching & Learning Institute
	+ Accreditation Awareness – (Criterion #3 & #4) – Instruction
* Dean’s Council Title
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| **Action Items*** Deans Council will change title to Instructional Council
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**Next Meetings:**

**1:30pm May 7 & 30, 2018**