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| **Minutes** | |
| Team Name | Instructional Council Meeting Minutes |
| Date | July 10, 2018 |
| Time | 10:00-11:30a.m./Special Meeting & Lunch 11:30a.m.-2:00p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent 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 | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Topics**   * Assessment   + CATS   + Co-Curricular   + 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   + Accreditation Update * Employee Appraisals & Evaluations   + - Adjunct (Summer) – August 31     - Request Sent for Feedback on Remodeled System * Subcommittee Student Interaction   + Approved Recommendations for Canvas Appraisal Rubric (new & modified classes)     - What about current online classes – not new or modified?     - What about face-to-face classes?     - Definition & expectations to convey to faculty     - Claudia will send definition and expectations via email, involved sustained interaction between student and instructor     - There are plans to update the 103 (new faculty go through) with enhancements to the rubric     - Sub-committee will come up with examples     - Discussion plans for BOL Division meeting       * Featured faculty       * Todd     - Impact on adjunct evaluation     - Instructor use of bartonccc.edu email addresses in their canvas profile * Subcommittee Student Authenticity   + Examity proposal approved.     - Approve Examity as Proctoring Tool – Early July 2018     - Announce Examity will be replacing Panopto for Proctoring – Early July 2018       * Initiate survey or request info on who will want to copy over content from Panopto (repeat monthly for 3-4 months) Early July 2018     - Install Examity in LMS and receive Train the Trainer training – Mid July 2018     - Request or assign Examity pilot group – Late July 2018     - Train Pilot Group – Late July, Early August 2018     - Repeat Panopto content request - Early August 2018     - Pilot Examity and proctoring policy(ies) – August to October 2018       * Repeat Panopto content request – Early September 2018       * Repeat Panopto content request – Early October 2018     - Transfer Panopto Content to ilos – Mid October 2018     - Develop Student Identification and Proctoring Policy based on pilot feedback – Early November 2018     - Develop Training based on new Policy – Mid November 2018     - Train appropriate instructors and supervisors – Late November Early December 2018     - Full Examity Implementation – January 2019 * Accuplacer (English & Math) * Genius * Finals Schedule (Evening & Hybrid) Update (Howard) * Academic Calendar – Spring Break Discussion   + BOL Information   + Easter Information   + KBOR Information   + Past Spring Break Dates   + The second full week in March works best for spring break   + 2019 – March 11-15   + 2020 – March 9-13   + 2021 – March 8-12   + 2022 – March 14-18 * OER   + Draft Guidelines Forthcoming   + OER meetings are scheduled for Fall * LICC Report (Howe) * College Catalog (Maddy) * Bulletin Deadlines (Maddy/Crowther) * Curriculum Guide Management (Divisions/VPI Office) | | | | | | | | | |  |
| **New Discussion Topics**   * Integrity Update – What’s Been Going On? * Barton’s admissions portal adding a check box that tells students that they have to abide by all our rules and regulations etc… * Upcoming Events   + BOL/Student Services/Business Office Retreat (July 18)     - Focus on Student Service Processes     - Focus on Elimination of Genius   + BOL Division Meeting – July 31, August 1 & August 2   + Professional Conference Days (August 8/October 8)   + New Faculty Orientation – August 1-10   + Adjunct Faculty Meeting – August 9   + USD Annual Partner Meeting - TBD   + CCSSE Survey Results – Faculty Forum   + Higher Education Day * Upcoming Project Meetings   + Student Maximum Load – July 16 (IS Report)   + HLC requirement   + 2019 Evaluation/Appraisal Project – Summer Demos with HR   + New Faculty Orientation – Meetings July 25   + Adjunct Faculty – July 25   + USD Planning Meeting – July 10, August 21, September 19 & November 23   + Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little) * New Work Groups   + Professional Development Steering Council – Fall Meetings Scheduled   + Academic Integrity Council – Fall Meetings Scheduled   + Staff Council (Ashley)   + Student Advisory Council (Angie)   + The question was ask, do we want a student focus group or a council with the same people all the time?   + Angie would like a little poll to get a finger on the pulse of things   + Teaching & Learning Institute (Claudia & Kathy) * Student Evaluation Project * 2+2 Articulation Agreements – Single Point of Contact * 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 * Lunch & Course Development/OER Meeting | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meetings:**

**July 31**

**August 21**

**September 10**