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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 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 |
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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)
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| **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
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| **Action Items** |  |

**Next Meetings:**

**July 31**

**August 21**

**September 10**