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| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | July 31, 2018 |
| Time | 2:00-3:30p.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
		- Remove Jessica Fullen from Assessment Institute
	+ Accreditation Update
* Employee Appraisals & Evaluations
	+ - Adjunct (Summer) – August 31
		- Recent Demos
* BOL Division Meeting
* Examity Implementation
	+ 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-Howard/Hybrid-Howe)
* Academic Calendar – Spring Break Discussion
* Spring break dates from July 10 meeting (2nd full week of March) are OK with the Council to send for more approval
* OER – Draft Guidelines Received
* LICC Report (Howe)
* College Catalog (Maddy)
* Bulletin Deadlines (Maddy/Crowther)
* Curriculum Guide Management (Divisions/VPI Office)
* Online Course Development Draft
* Claudia feels that BOL staff can look at courses and see if substantive interaction is happening
* For existing course work BOL team will review the courses on a to be determined schedule.
* This procedure will not be paid retro
* Elaine will watermark the document and send to Dr Heilman and Mark Dean
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| **New Discussion Topics*** 2018-2021 Instructional Council Goals
* FY 19 Strategic Planning Items
	+ Syllabus Software
	+ Brian would like to figure out what to do on the Gen Ed side of the syllabus and rethink the template.
	+ Gen Ed project timeline would like a recommendation by October for Fall 2019
* Academic Integrity Analyst – Functional Responsibilities
* Background with computers, data analysis, perhaps an attorney.
* The council feels this would be a very good move for the college. The team feels perhaps the position should report to Student Services (Angie Maddy)
* Course Minimums (Teal)
* Kurt would like to raise OSHA from 8 to 10, this would match other places, but leave GVP OSHA at 8. The day classes are scholarships and night classes are not. Night classes it is next to impossible to get 10 people
* Hourly Adjust Rate (Teal)
* Kurt questioned the $14 an hour for a staff employee that is also adjunct faculty compared to other adjunct faculty.
* The Dean’s and Executive Directors are losing good teachers because of this difference.
* Class Revocation Procedure
* Policy #2505 dated 2007. Could this policy be discontinued since we have a problem resolution procedure
* 2+2 College-University Contact
* Elaine would like to have a centralized person on campus.
* Angie feels this should be advisement but needs to check with them and see how much they can do
* There will more discussion on this decision
* Student Problem Resolution – Grade Appeal Timeframe
	+ Seven Day Per Procedure
	+ Since there is not a separate grade appeal procedure, we will follow the seven day timeline
	+ Other
* Academic Integrity
	+ International Center for Academic Integrity
	+ RAISE System
	+ Claudia says they have course designers that can create these and we may not have to pay for it
	+ Recent Student Interview – (Howe)
* Faculty Credential Form (Current/New Faculty Members)
* Upcoming Events
	+ 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 – October 31
	+ CCSSE Survey Results – Faculty Forum
	+ Higher Education Day
* Upcoming Project Meetings
	+ Student Maximum Load – FR Report From IE/Requested Feedback from Advisors
	+ 2019 Evaluation/Appraisal Project – Follow-up Meeting August 15
	+ Student Evaluations – August 20 and October 11
	+ USD Planning Meeting – August 21, September 19 & November 23
* New Work Groups
	+ Staff Council (Ashley)
	+ Student Advisory Council (Angie)/Focus Groups
	+ Teaching & Learning Institute (Claudia & Kathy)

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
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| **Action Items*** Claudia would like to have BOL section approvals up front
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**Next Meetings:**

**August 21**

**September 10**