|  |
| --- |
| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | August 21, 2018 |
| Time | 2:00-3:30p.m. |
| Location | S-139/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| 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 |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Follow-up Topics*** Assessment
	+ CATS – Ange Sullivan is lead
	+ Co-Curricular – Steve Lueth is lead
	+ Program Assessment – It takes about 3 to 4 meetings to get through each program-may need to add more meetings in the spring. Should have data for all 8 programs by the end of spring.
		- Four Academic Programs: Math, Dev Ed, HPER and Education
			* Jo has met with Brian’s groups
		- Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management & Homeland Security
			* Jo has met with Automotive and Medical Assistant
			* Jo has meeting scheduled with PN Nursing and Emergency Management & Homeland Security
	+ Assessment Institute – They will utilize a binder, book and discussion threads. There’s a total of 6 meetings (3 fall and 3 spring). They will “graduate” in the spring.
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Specht
		- GVP: Teresa Smith
		- Fort Riley/Leavenworth: Kenneth Kolembe
	+ Accreditation Update
* Employee Appraisals & Evaluations
	+ - Adjunct (Summer) – due August 31
		- Hands-On Demos (Agile & Performease)
* 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) for placement
	+ Dr. Heilman’s Concern – assessing before enrolling; requesting back-up plan if enrollment is impacted
* Genius – BOL Enrollment (Dr. Heilman’s Concerns)
* OER – subcommittee wrote 45-page document, Elaine read it and gave feedback, Faculty Council and Instructional Council will review document as well
	+ Draft Guidelines – Forthcoming to IC & Full OER Workgroup
	+ Review Processes – Responsible Work Group – need a system in place to review guidelines; possibly BOL team, LICC team or Regina
	+ Dr. Heilman’s Expectations: 3-year implementation, easy to complex, timeline presented to board at November retreat
* LICC Report (Howe) – New members coming on. Sub-team is meeting to review Gen Ed credit hours. The goal is to have this ready by 2019-2020.
* College Catalog (Maddy)
* Bulletin Deadlines (Maddy/Crowther)
* Curriculum Guide Management (Divisions/VPI Office)
* Online Course Development Agreement
	+ New/Redeveloped
	+ OER
* Substantive Interaction Reviews – We have an updated rubric that includes interaction. Any new course coming through will be graded on those new standards.
	+ New Courses
	+ Other Courses (Review Schedule) – BOL needs to create a timeline for the old/current courses
* Degree Reduction (64-60 AS/AA/AGS)/General Education Timeline – 2019-2020
* FY 19 Strategic Planning Items
* Program Review – Revised Questions – meeting Thursday, bring your ideas
* Academic Integrity Analyst – Functional Responsibilities – Claudia gathered job description and job ideas. Elaine will take this to next Cabinet meeting.
 |  |
| **New Discussion Topics*** BOL Pre-Reqs (Howard) – How should classes be handled when a student is enrolled in a pre-req but can’t enroll in the next class until the pre-req is completed? In FR they do an override per Lori. This topic needs more discussion.

The remaining items were not discussed:* BOL – Classes with One Student (Howard)
* Class Revocation Procedure – Upcoming Meeting with Lori
* 2+2 College-University Contact – Student Services Update
* Faculty Credential Form (Current/New Faculty Members)
* Upcoming Events
	+ Professional Conference Days – October 8
	+ USD Annual Partner Meeting – October 31
	+ ECF Learning Celebration – November 1
	+ Senior Day – November 14
	+ Jack Kilby Day – November 19
	+ Holiday Party (GB) – December 7
	+ Holiday Party (FR/Grandview) – December 14
	+ CCSSE Survey Results – Faculty Forum
	+ Higher Education Day
* Projects
	+ Student Maximum Credit Load
	+ Staff Appraisals/Faculty Evaluation Automation
	+ USD Meeting
	+ Student Evaluations
	+ Academic Calendar – New Committee
	+ Student Messages (VP Office)
* Spring Instructional Council Meetings (Off-Site)
* 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
 |  |
| **Action Items** |  |

**Next Meetings:**

**September 10**

**October 9**

**October 30**

**November 28**