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

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| Facilitator | | Elaine Simmons | | | | | Recorder | Sarah Riegel | | |
| 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 | | | | | | | | | | |
| 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**