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| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | January 3, 2019 |
| Time | 2:15-4:15p.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 |
| x | Jo Harrington |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Continuing Discussions*** Assessment
	+ CATS
	+ 76% have submitted their CATS (same number as last fall), there are 65 faculty that have not completed
	+ Co-Curricular
	+ Course Assessment
	+ Program Assessment
		- Four Academic Programs: \*\*Math, Dev Ed, HPER, \*\*Education, Communications, Music & Humanities

\*\* = complete* + - Four Workforce Programs: Automotive, Medical Assistant, PN, RN, Early Childhood, Computer Programming, Emergency Management & Homeland Security
	+ Assessment Institute
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Specht
		- Fort Riley/Leavenworth: Kenneth Kolembe
		- Graduation – April 29
* BOL Division Meeting
* Topics: OER, academic integrity, substantive interaction, student authenticity, professional development, vidgrid
* Strategic Planning – Reviewing Submissions/Questions/Follow-up
* The strategic planning report will go to Mark Dean the week of January 7th
* Faculty Evaluations
	+ - Adjunct (Fall) – due January 11
		- Regular, Part-Time & Full Time – due March 8
		- Adjunct (Spring) – May 24
* Examity/VidGrid Implementation/Guidelines Sent Via Email 1/2/19 10:31a.m.
	+ ~~Initiate survey or request info on who will want to copy over content to VidGrid from Panopto (repeat monthly for 2-3 months) Early September~~– Complete
	+ ~~Pilot Examity and proctoring policy(ies) – September to November 2018~~– Complete
	+ ~~Train Instructors to use VidGrid – Mid-Late September 2018~~– Complete
	+ ~~Repeat Panopto content request – Early October 2018~~ – Complete
	+ ~~Repeat Panopto content request – Late October 2018~~– Complete
	+ ~~Transfer Panopto Content to VidGrid – December 2018~~ – Complete
	+ ~~Develop Student Identification and Proctoring Policy based on pilot feedback~~ – Complete and attached
	+ ~~Develop Training based on new Policy~~ – Complete
		- Made into a canvas course available through 102 [(Link)](https://bartonline.instructure.com/courses/1873/modules#module_27804)
	+ ~~Train appropriate instructors and supervisors~~ – Complete Dec 12th and 13th [(Link)](https://app.vidgrid.com/view/2Uj0wDbHF1Ec)
		- More training to come this Spring: January 3rd Wednesday Faculty Council and additional training before session 3 or 4 start.
* Examity Usage – Email Sent 1/2/19 1:12p.m.
* OER
	+ Three Year Plan – Approved
	+ English Update (Howe)
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
* Online Course Development Agreement – Draft Sent 1/2/19 10:52a.m.
* Substantive Interaction Process & Schedule – Email Sent 1/2/19 1:17p.m.
* Faculty Credential Form & Transcripts (Current/New Faculty Members)
	+ Transcripts
		- Requiring All (Consistency with Request on Application)
		- Forthcoming List on Missing Transcripts
	+ Credential Forms
		- HR List – Missing (Redo); Complete by November 16th
		- New Hires
		- Changes in Requirements – Redo by November 16th
		- Remote Colleagues – Forms Scanned & Emailed
		- Sarah Maintains Copies of Recent & Current Forms
		- Updated Form – Sent 1/2/19
* Complaint Database
	+ Student Problems & Resolutions Beginning January 1, 2017 through Current and Ongoing
	+ Send Previous Data to Sarah By December 3rd
	+ Ongoing Process
* Faculty Handbook
	+ Faculty Council Submitted Feedback
	+ Faculty council was informed what content from their suggestions was used. The handbook will be online only and reviewed in April 2019
	+ Jenna Has Updated; Reviewed with Me
	+ Does IC Want to See Again?
	+ Class of 17-18/18-19 Review?
* BOL Restructure – Handouts Sent 1/2/19; 8:57p.m.
* Program Reviews
	+ Summaries/Updates at Individual Meetings (Monthly)
	+ Board of Trustees Report
	+ Instructional Strategic Plan (Including Program Review)
	+ College Planning (handout emailed 12/10/18)
* Active Classroom Grant Update (Howe)
* There is a meeting scheduled with grant writer Cathie Oshiro
* Title III
* Instructional Council Strategies & Goals (Review)
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| **New Discussions*** Higher Education Day – Big Changes!
* The state has been divided into regions and each region will have a table
* Field Trip Form – handout sent 1/3/19; 3:46p.m.
* KCIA (Miller) Project – Leadership Strengths
* NISOD International Conference – IC Sponsor?/Register by April 12
* Jenna is researching Barton sponsoring a NISOD conference
* CCSSE Update
	+ Meeting with Dean Perkins
	+ Review Data
* Finals Procedure – handouts sent 12/28/18; 11:34a.m.
* Meeting in the future with a committee
* BOL Scheduling Data (Mather)

**Projects*** Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load
* Staff Appraisals/Faculty Evaluation Automation
* Student Evaluations

**Upcoming Events*** FR Forum – January 10
* NISOD (Garden City) Conference – January 12
* Higher Education Day – January 17
* Junior Day – February 13
* Career Fair – February 27
* PTK – March 7
* Academic Integrity Conference – March 8-10

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** |  |

**Next Meeting:**

**January 22**