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| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | December 4, 2018 |
| Time | 1:30-3:00p.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 |
| o | Angie Maddy | x | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
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|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Continuing Discussions*** Assessment
	+ CATS
	+ Co-Curricular
	+ Program Assessment
		- Four Academic Programs: \*\*Math, Dev Ed, HPER, \*\*Education, Communications, Music & Humanities

\*\* = complete and will make data* + - 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
		- Great group of people, they are getting involved. They may become the new course assessment committee
* Strategic Planning
	+ Any requests for new and/or enhanced program budgets must match what you submit to Mark in the winter for program budgeting. I would encourage you submit narrative to document you also requested the program budget funds through strategic planning.
	+ Facility & Technology requests need to be vetted through Mark and Michelle, respectively; individual team members should not reach out to them without your awareness of the planning project.
	+ Remember as you put together a strategic plan – do not include daily operations that should be immediately addressed.
	+ Quotes are only needed for FY 20
	+ All sections of the spreadsheets must be complete including quotes and submitted to me by December 7th deadline. Remember it will take time to get quotes so incorporate that timeframe in your planning in order to meet the deadline.
* Faculty Evaluations
	+ - Adjunct (Fall) – due January 11
		- Regular, Part-Time & Full Time – due March 8
		- Faculty moving through the tenure track must have a faculty recommendation form
* Examity/VidGrid Implementation

o    Initiate survey or request info on who will want to copy over content to VidGridfrom Panopto (repeat monthly for 2-3 months) Early September  Doneo    Pilot Examity and proctoring policy(ies) – September to November 2018 Ongoing~~o    Train Instructors to use VidGrid – Mid-Late September 2018 Complete~~  Upcoming~~o    Repeat Panopto content request – Early October 2018 – Going out this week~~~~o    Repeat Panopto content request – Late October 2018 TODAY~~o    Transfer Panopto Content to VidGrid – Early November 2018 - Ongoing, Will be done as soon as Session 2, 4, 5 ends o    Develop Student Identification and Proctoring Policy based on pilot feedback – Subcommittee will meet December 6tho    Develop Training based on new Policy* Train appropriate instructors and supervisors – Training will be available the evening of December 12th and the morning of December 13th for faculty teaching 2019 Session #1 and Session #2 courses (volunteers). For those who do not or cannot attend, there will be a Canvas course with the training. There will also be more training in January for additional BOL instructors.
* OER
	+ Three Year Plan – Approved
* LICC Report (Howe)
	+ Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
* Online Course Development Agreement
	+ On Hold; Move Forward without OER?
* Substantive Interaction Reviews
	+ New Courses (Ongoing)
	+ Other Courses – Timeline (Mather) – Status?
* 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
* 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
* Changes due by 5pm 12/5/2018
* BOL Restructure
	+ Job Descriptions
	+ Titles
	+ Unit Name
	+ Notice to BOL Team
	+ Restructure Paragraph in VP December FC Report Included with FC Meeting Agenda
* Program Reviews
* A three year plan was suggested
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| **New Discussions*** BOL Division Meeting (When)
* January 3, 2019 at 7pm and January 4 at 7am
	+ Examity
	+ Substantive Interaction Reviews
	+ Academic Integrity
	+ Other
* NISOD Sponsored Workshops (Regional & Our Own)
* Checking into a regional workshop in 2019
* Active Classroom Grant
* Grant opens in December and will finalize in February. Brian will check with Cathie Oshiro to see if they can resubmit the grant submitted earlier (but didn’t get)
* EEQ Cert (handout previously sent)
* This is national, similar to Essential Skills

**Projects*** Student Maximum Credit Load
* Staff Appraisals/Faculty Evaluation Automation
* Agile software, it will take an extra half time person approximately one year to enter data
* Student Evaluations

**Upcoming Events*** GB Forum – December 6
* Holiday Party (GB) – December 7
* Holiday Party (FR/Grandview) – December 14
* Holiday Party (GVP) – December 18
* GB Forum & Breakfast – January 10
* FR Forum – January 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*** Finals schedule – help the faculty get this information to the student, perhaps put it in the shell and remind the student about the finals timeline
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**Next Meeting:**

**December 17**