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| **Agenda/Minutes** |
| Team Name | Instructional Council Meeting |
| Date | February 12, 2019 |
| Time | 1:30-3:30p.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 |
| x | Jo Harrington | x | Lori Crowther |  |  |  |  |
| x | Ange Sullivan | x | Myrna Perkins |  |  |  |  |
| Topics/Notes | Reporter |
| **Continuing Discussions*** Assessment
	+ CATS – Ange Sullivan
	+ CAT subcommittee: Ange Sullivan, Kim Bradney, Matt Connell and Brenda Siebold
	+ Submit CATS to a canvas shell, submit one
	+ Spring submission is now open and will close June 2
	+ LICC Process – Assessment (Consulting, Center’s Rubric Process, etc.)
	+ LICC Process – Notification of Syllabi Development and/or Revisions Across the Instructional System
	+ Co-Curricular – new facilitator
	+ 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
* Strategic Plan
* Faculty Evaluations
	+ - Adjunct (Fall) – due January 11 (outstanding reviews)
		- Regular, Part-Time & Full Time – due March 8
		- Adjunct (Spring) – May 24
* BOL Restructure
* Athletics Meeting
* PACE Written Comments – No Discussion with President’s Staff
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
* Substantive Interaction Process & Schedule (Mather)
* Examity (Mather)
* Running smoothly
* Faculty Credential Form & Transcripts
* Complaint Database
* Faculty Handbook
	+ April Review – 2019-2020
		- Faculty Council, Instructional Council & 2017-2018/2018-2019 New Faculty Class, Faculty Feedback
* Program Reviews
	+ Summaries/Updates at Individual Meetings (Monthly)
	+ Final Report – Due May 1st
* Active Classroom Grant Update (Howe)
* Title III Update
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| **New Discussions*** Transfer Credit (Lori Crowther/Myrna Perkins)
* Highland and Hutchinson are not bringing failing grades in for transfer.
* JCCC does not require transcripts and won’t bring in failing grades, Lori would like to open the discussion of not bringing in failing grades.
* If the student fails the class the F won’t follow if the student repeats
* Winter Intercession – Maximum Enrollment
* The general opinion is that data supports students taking two classes
* Grade point averages are checked
* Concern is the end of semester and the beginning of intercession, there will be a grade crisis
* It is very important to remind faculty that students need feedback on their classes
* If this doesn’t go as expected we may need to go back to one class
* *Just a few comments on the winter intersession, there are many pros/cons for both sides on this, but as an advisor, I cannot in good conscience advise a student to take more than one in a 4 week time frame. I actually shudder when an on campus student asks about taking one because they are often in a position of having to take it due to poor grades in fall. I feel they are just digging a deeper hole so we discuss it thoroughly. Since the spring intersession overlaps so much more of the spring classes, I’m not in favor of more than one during it at all. Karen Kratzer*
* *Barton Data*
* *Edukan Data*
* Procedure #2516 – Alternative Delivery Methods
* Finals Procedure
* Athletics Meeting
* Talked about late arrivals, intercession and finals procedure
* 84 student athletes took online classes
* PACE Written Comments – No Discussion with President’s Staff
* Title IX Training – Due March 3/15
* Cyber Security Training
* NISOD Conference – May 25-28; Super Early Bird by 4/12 ($585/per person)

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

**Upcoming Events*** Junior Day – February 13
* Career Fair – February 27
* PTK – March 7
* Academic Integrity Conference – March 8-10
* WTED Employment Expo – March 20
* Larned Learning Celebration – April 25
* Leadership Institute Graduation – April 26
* Assessment Institute Graduation – April 29
* Great Bend Graduation – May 10
* FR PTK – May 22
* FR Graduation – May 23
* KACCT Quarterly Meeting – June 7-8 (GB)
* Fort Leavenworth Graduation – June 12

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:**

**February 28**