|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Instructional Council Minutes |
| March  | April 16, 2019 |
| Time | 10:30a.m.-12:00p.m. |
| Location | S-139/Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| o | Ashley Anderson | x | Mary Foley | x | Jane Howard | x | Brian Howe |
| x | Kathy Kottas | x | Angie Maddy | x | Claudia Mather | x | Kurt Teal |
| Guests |
| x | Todd Mobray | x | Abby Kujath |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Guest: Todd Mobray*** Canvas Usage – Requests for Support
* Canvas is a great place to keep notes
* Course Orientation
* Todd would like to see instructors have a course shell and call it their orientation shell
* The student could visit the shell as a visitor, not logged in as a student
* Shell could be set up by instructor or by course
* Could be for online and/or F2F
* Students could find out about the course through a welcome letter or class confirmation
* Instructors can share ideas between each other

**Assessment Update*** + Classroom (CAT)
	+ Course Assessment
	+ Program Assessment
		- Four Academic Programs: Math, Dev Ed, HPER, Education, Communications, Music & Humanities
		- Four Workforce Programs: Automotive, Medical Assistant, PN, RN, Early Childhood, Computer Programming, Emergency Management & Homeland Security
		- **Next Programs for Fall 2019**
		- Ends 2 added a section on program assessment
	+ Institutional Assessment
		- Fundamental Outcomes
		- General Education Outcomes
	+ Assessment Institute
		- April 29th Graduation; 3:00p.m.
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Specht
		- Fort Riley/Leavenworth: Kenneth Kolembe
		- **Next Year’s Class Recommendations: Karly Little, ??**
	+ Assessment Support (LICC, Center, Other)

**Continuing Discussions*** OER
	+ Project 5!
	+ English – GB Campus
	+ Brian and Lee will be meeting with the English faculty
	+ Review Process
	+ Guidebook
	+ Other Disciplines & Programs
	+ Additional Meetings
* Strategic Plan
* Faculty Evaluations
	+ - Adjunct (Spring) – May 24
* Staff Appraisals
	+ WTCE to Elaine By May 16th
	+ All Others to HR By May 27th
* Center for Academic Innovation & Excellence
	+ Advisory Council
	+ Launch the advisory council in August to include new faculty
	+ Buy-In Campaigns
	+ Put a representative of the Center on division meeting agendas
	+ Look at Cougar Tales for August 2019, identify 45 minutes on different topics (The Center, Inclusion and Diversity, OER)
	+ Five Year Plan
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
	+ Curriculum Guides
	+ Syllabi Revisions – Identified Through General Education Course Category Project
* Substantive Interaction Update (Mather)
* Charles will research data coming from Canvas to prove interaction instead of searching through the class
* Examity/Respondus Monitor Update (Mather)
* Faculty Credential Form & Transcripts
	+ Faculty Credential Spreadsheet
		- Keeping It Updated
		- Leadership Course Discussion
		- Can the spreadsheet be in course order?
		- Elaine will build update information into the process
		- Credentials for staff positions (MLT Coordinator)?
	+ Credential Form – Per Interview Review
	+ Don’t Fill in Exception Section Unless You Need an Exception
	+ Working with HR/Reviewing Forms
	+ Transcript Project
* Faculty Handbook
	+ April Review – 2019-2020
		- Due April 26th
		- Additional Resources From Web Sent Friday 4/12
* Program Reviews
	+ Summaries/Updates at Individual Meetings (Monthly)
	+ Final Report – Due June 6th
* Active Classroom Update (Howe)
* There will be a representative coming to campus to show instructors how to use the room
* Title III Update
 |  |
| **Training Deadline*** Cyber Security Training - due April 19

**New Discussion*** Teaching Load – Maximum Credit Hours
	+ Automated Process
	+ Faculty must make their load before they get overload
	+ They must meet their contract no matter how many students are in the class
	+ Looking at an automated system that will tells Deans and Executive Directors where they are at when scheduling faculty

**Projects*** Power BI/Dashboards – Upcoming Meeting
* Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load
* Staff Appraisals/Faculty Evaluation Automation
* Student Evaluations
* Military Articluation
* OER
* Professional Development
* Academic Integrity
* ADA

**Upcoming Events*** Larned Learning Celebration – April 25
* Leadership Institute Graduation – April 26
* Assessment Institute Graduation – April 29
* Vortex Day – May 1
* 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
* Foundation Auction – August 24
 |  |
| **Action Items** |  |

**Next Meeting: April 30**