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| **Agenda/Minutes** | |
| Team Name | Instructional Council Minutes |
| March | April 30, 2019 |
| Time | 2:15-4:30p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
|  | Ashley Anderson | |  | Mary Foley |  | Jane Howard | | |  | Brian Howe |
|  | Kathy Kottas | |  | Angie Maddy |  | Claudia Mather | | |  | Kurt Teal |
| Guests | | | | | | | | | | |
|  | Jo Harrington | |  |  |  |  | | |  |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Guest: Jo Harrington**  **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     - **Programs for Fall 2019: Welding,**     - Transfer Business, Life Science, Fine Arts, English, Hazardous Materials   + Institutional Assessment     - Fundamental Outcomes     - General Education Outcomes   + Assessment Institute     - Debriefing     - 2018-2019 Graduates: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger, Kim Specht, Ken Kolembe and Danika Bielek     - **Next Year’s Class Recommendations: Karly Little, Maggie Tracy,**     - Deanna Heier, Jennifer Dessert, Kim Bradney, Scott McDonald, Scott Arthur, Oleg Ravitskiy, Gil Cloud (??)     - Jo needs a course shell for Assessment Institute   + Assessment Support (LICC, Center, Other)   + Charlotte thinks LICC members need more training in assessment and that authors need some kind of support training   **Continuing Discussions**   * OER   + Project 5!   + English – GB Campus   + Review Process   + Guidebook   + Other Faculty   + Additional Meetings   + Statewide Committee   + Rice University Open Stax Grant Opportunity * 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 (Claudia-Facilitator, Todd, Erin, Lee, Faculty Council Representative, Other)   + Elaine will ask for a faculty council representative in her report   + Buy-In Campaigns     - Claudia Speaking to WTCE Division May 1st     - Academics Division Meeting     - Other Groups     - Fall “Cougar Tales   + Five Year Plan – shared at April 16th meeting   + Center Goals – sent via email 4/28   + Come with goal comments to next meeting   + **What is excellence in teaching and learning?**   + Being ahead of the rest of the pack, chasing new ideas   + Being the best, attitude of being the best teacher, the best program. Assessment is very important and assessing what our students are learning or not learning and making adjustments   + Teaching and learning center can help instructors have a bigger toolbox to make their craft better   + We are the best and we are innovative. Looking at what has really worked, giving instruction and everyone good tools to be the best   + The Center also means that we are at our best trying to stay ahead as to what is working for the student, can they learn and are they learning well. That we are current.   + Seeing faculty staying relevant in their field of expertise * LICC Report (Howe)   + General Education - Ready to Implement by April 1, 2020   + Assessment instructors will have to identify what outcomes they want to have with the General Education project   + 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) * Examity/Respondus Monitor Update (Mather)   + Requirements to Use   + Claudia will bring the usage of Turnitin to the next meeting * Faculty Credential Form & Transcripts   + Faculty Credential Spreadsheet     - Sarah is Working on a Format Revision   + Credential Form – Sign Prior to Interview   + Don’t Fill in Exception Section Unless You Need an Exception   + Working with HR/Reviewing Forms   + Transcript Project * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Final Report – Due June 6th   + Elaine will send the template * Active Classroom Update (Howe)   + Open House * Title III Update | | | | | | | | | |  |
| **New Discussions**   * Novel Levitz – Student Survey Tool   + Who, When & Frequency   + Cost Per Student Group   + Draft Plan   + Since we are switching tools in the middle of the accreditation season we will have to do it three years in a row.   + Instructional Council will decide what to do with the Noel Levitz tool * Instructional Council Retreat – June 27th (Fort Riley/GVP) * Program review, establish goals * Kurt will look for a room   **Projects**   * Power BI/Dashboards – Upcoming Meeting * Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load * Staff Appraisals/Faculty Evaluation Automation * Student Evaluations * Military Articulation * Teaching & Learning Institution with Faculty Council * Academic Integrity * ADA * Course Orientation (Todd’s Idea)   **Upcoming Events**   * 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 * 50th Anniversary Celebration – September 21   **Teaching Discussion**   * Teaching Load – Maximum Credit Hours * Elaine is worried that faculty are teaching too many credit hours * Full time faculty are issued a contract and it includes an expected amount of credit hours taught * Elaine would like an automated system an automated system, as you scheduled your instructors it will tell you exactly what they are teaching * Elaine is sure there will more discussions on this topic, faculty load and overload. Automate, revisit criteria, do a better job of telling faculty the expectations, what we want, where we are going * Primary Contract Load Vs. Overload (Adjunct) | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: May 13**