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| **Agenda/Minutes** |
| Team Name | Instructional Council Minutes |
| March  | May 13, 2019 |
| Time | 10:30a.m.-12:30p.m. |
| Location | S-139/Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Ashley Anderson | x | Mary Foley | x | Jane Howard | x | Brian Howe |
| x | Kathy Kottas | o | Angie Maddy | x | Claudia Mather | x | Kurt Teal |
| Guests |
| x | Charles Perkins |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Guest: Charles Perkins – Service Time Tool/Faculty Load*** Charles demonstrated a Power BI report that was put together for HR.
* Current model is based on credit hours not service hours

**Assessment Update*** Classroom (CAT)
* Course Assessment
* Program Assessment
	+ **2018-2019:** Math, Dev Ed, HPER, Education, Communications, Music & Humanities, Automotive, Medical Assistant, PN, RN, Early Childhood, Computer Programming, Emergency Management & Homeland Security
	+ **Fall 2019**: Adult Healthcare, Welding, Transfer Business, Life Science, Fine Arts, English, Hazardous Materials
* Institutional Assessment
	+ Fundamental Outcomes
	+ General Education Outcomes
* Assessment Institute
	+ 2018-2019 Graduates: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger, Kim Specht, Ken Kolembe and Danika Bielek
	+ **2019-2020 Class:** Maggie Tracy, Claudia Mather, Sarah Hoff, Jennifer Dessert, Kim Bradney, Scott McDonald, Scott Arthur, Oleg Ravitskiy,
	+ Add new HPER person
		- Jo needs a course shell for the Assessment Institute
* Assessment Support (LICC, Center, Other)
* Elaine feels a curriculum committee could support faculty as they work on their outcomes and competencies.

**Continuing Discussions*** OER
	+ Project 5!
	+ English – GB Campus
	+ Review Process
	+ Course must be looked at and approved before determined as OER
	+ Guidebook - Sent
	+ Other Faculty
	+ Additional Meetings
	+ Statewide Committee
	+ Rice University Open Stax Grant Opportunity
* Strategic Plan – Responses Today!
* 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, Mike Cox, Other)
	+ Linda McCaffery
	+ Buy-In Campaigns
		- WTCE Division
		- Academics Department Chairs
		- Other Groups
		- Fall “Cougar Tales
	+ Five Year Plan, Center Goals & Strategic Plan
	+ 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
		- 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
			* Seek feedback from all faculty - Elaine
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
	+ Brian feels that a lot of the discussion that happens in LICC may not happen when concourse is implemented
	+ Concourse will take on energy this summer
	+ Curriculum Guides
	+ Syllabi Revisions – Identified Through General Education Course Category Project
* Substantive Interaction Update (Mather)
	+ IE Reports
	+ Todd received the report from IE, he will try to get the information requested
	+ Claudia feels that by June 1 she will send something to faculty about substantive interaction
	+ Next Steps
* Integrity Tools
	+ Examity Usage (Mather)
	+ Respondus Monitor Usage & Update (Mather)
	+ Turn-It-In Usage (Leaders/Todd)
	+ Documentation/Guidelines for Integrity Tool Usage – Email Sent Last Week
	+ Elaine ask Claudia and Todd to bring draft expectation and standards for use of the integrity tool to Instructional Council
* 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
* Active Classroom Update (Howe)
	+ Open House
* Title III Update
* Due July 1, 2019
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| **New Discussions*** Novel Levitz – Student Survey Tool
	+ Upcoming Meetings to Review, Discuss & Plan
* Faculty Load
	+ Upcoming Meetings to Review, Discuss & Plan
* Instructional Council Retreat – June 27th (Fort Riley/GVP)
	+ **Program review, establish goals**
	+ **Kurt will look for a room**
* 50th Anniversary Partnership Event
* KDOC (central and wardens), CNH, KU, Clara Barton, LSH, NexTech, USD’s, DPTMS representatives, ESO representatives, FHSU, KSU, Central Plains Prairie League
* Finals Procedures
* Elaine will rewrite the second paragraph

**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
* Elaine will write faculty to see what their interpretation of excellence in teaching is
* Academic Integrity
* ADA
* Course Orientation (Todd’s Idea)

**Upcoming Events*** 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
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| **Action Items** |  |

**Next Meeting: June 3**