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| **Agenda/Minutes** |
| Team Name | Instructional Council Minutes |
| March  | July 9, 2019 |
| Time | 9:30-11:30a.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 | x | Angie Maddy | x | Claudia Mather | x | Kurt Teal |
| Guests |
| x | Regina Casper |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Guest: Regina Casper – Information Literacy****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, Oleg Ravitskiy, Heather Panning
		- Jo needs a course shell for the Assessment Institute
* Assessment Support (LICC, Center, Other)

**Continuing Discussions*** Strategic Plan
* Strategic Plan will be approved at the July 23rd board meeting
* Faculty Evaluations
	+ Adjunct (Spring) – May 24
	+ Adjunct (Summer) – August 30
* Center for Academic Innovation & Excellence
	+ Advisory Council
	+ All the people that voluntered will be retained on the advisory council
	+ Require updated syllabus on the Bookstore website – (OER Conversation)
	+ The BOL team will work on the welcome letter
	+ There needs to be a way for the student to know the classes that are OER
	+ OER Review/Deadline on courses listed with No Textbook.
	+ There have been violations of copyright identified
	+ There needs to be a strategy to get classes to Lee Miller for review and the OK that it is OER
	+ The Center is handling the instructors/violations
	+ Claudia will send the list of courses that do not have a textbook required
	+ Five Year Plan – Year #1
		- Instructional Council – Quality of Instruction Definition
			* 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
				+ Faculty feedback (10)
		- Center Goals
			* Promote and Enhance Professional Development to Faculty of All Modalities
				+ Work with non-BOL faculty as to the standardizations of Canvas course design

Assemble committee to build F2F and Hybrid RubricRefresher for BOL Faculty as to Canvas tools * + - * Enhance and Strengthen the Online Student Experience
				+ Continue to work towards combining the BARTonline website with the Main Campus website to promote accessibility and a more connected college experience
				+ Continue schedule format data review with Fall surveys
				+ Continue student messaging campaigns
				+ Continue to build on the new advising component and overall customer support services
			* Increase Faculty Knowledge About and Access to OER to Strengthen and Promote Faculty Participation
				+ Refine rubric/review processes
				+ Build Repositories
				+ Create a conversation through presentations, department meetings, and 1 on 1 discussions
		- Faculty Buy-in: Faculty Forums (GB, Online, FR, FL, GVP) – Discussion of Center Role & Function; Needs, Interests & Support Features
		- Faculty Survey to Compliment Forums For Those Unable to Attend
		- Faculty Awareness; Involvement in ADA, Academic Integrity and OER committees
		- Commission Center Advisory Council – Calendar of Meetings, Identified Purpose, Tasks and Actions
		- IC Roundtable with Center Team – Clarity of Purpose, Goals & Priorities; Feedback and Joint Planning
		- Implementation of Director of Innovation & Compliance
			* Professional Development
		- Identified Processes & Resources of the Center
			* Role & Function with IC
			* Identify Faculty Development Priorities and Processes
		- Hire New Position for Faculty Development
		- Identify, Research Faculty Mentor Program
		- Establish Center Webpage/Visibility
* LICC Report (Howe)
	+ New members-Mario Chavarria, Todd Mobray, Randy Allen
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
		- Disclaimer Discussion
		- Some colleges have a disclaimer surrounding calendar, there may be adjustments on how they are moving through the course
		- Brian doesn’t feel we need a disclaimer as long as the faculty member gives notice that there is a change
	+ Syllabi Revisions – Identified Through General Education Course Category Project
* Substantive Interaction Update (Mather)
* Integrity Tools
	+ Examity, Respondus Monitor & Turn-It In Usage (Mather)
	+ Documentation/Guidelines & Standards for Integrity Tool Usage - Draft
* Faculty Credential Form & Transcripts
	+ Faculty Credential Spreadsheet
	+ Credential Form – Sign Prior to Interview
	+ Don’t Fill in Exception Section Unless You Need an Exception
	+ HR Spreadsheet (Forms/Transcripts/Credentials)
* Program Reviews
	+ Follow-up Report – Due September 13
	+ Instructional Review Schedule (2019-2021 and 2020-2022)
	+ 2019-2020 Program Review Template – Working on Revisions from IC Retreat
	+ Plan to Meet with Data Folks
* Active Classroom Update (Howe)
	+ Open House
* Title III Update
* Updated 2018-2021 Strategic Goals & Activities
* The group will look at the proposed Goals & Activities and determine if The Center is focused on enough or should be its own goal, feedback to Elaine by July 15
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| **New Discussions*** BOL Division Meeting (July 24 @ 7:00p.m. and July 25 @ 7:00a.m.)
	+ <https://prezi.com/anbqyaru2a9r/?token=eefd2f3bca6b5b1237e61d9f715b18e159e84f050ab74afcc530dad003e1ce43&utm_campaign=share&utm_medium=copy>

**Projects*** Bartonline Scheduling – Target Summer 2020
* Faculty Load
* Faculty Evaluation/Staff Appraisal – Automated Approach
* New Programming
* Program Review
* OER – Project 5! Plus Three Year Plan
* Center for Academic Innovation & Excellence
* Teaching & Learning Events/Activities
* Military Articulation Enhancements/Expansions
* ADA Compliance
* Student Interaction
* General Education Implementation
* eSports
* Student Evaluations
* Noel Levitz Implementation
* Concourse Implementation
* Statewide Articulations
* 2+2 Agreements – Management, Promotion & Usage
* HLC Student Success Academy – if approved
* Title III – if approved
* Faculty Position Descriptions
* Policy/Procedure Developments/Reviews
	+ Finals
	+ Maximum Student Enrollment
	+ 1105/2100 Inclement Weather
	+ 1500/2500 Academic Assessment & Placement
	+ 1150/2140 Camps/Leagues
	+ 1476/2466 Adjunct Faculty Compensation
	+ 1503/2503 Academic Clemency
	+ 1520/2520 Academic Freedom
	+ 1501/2501/2502 Academic Integrity
	+ 1516 Alternative Delivery Methods
	+ 1515/2515 Arranged and Late Starting Classes
	+ 1535/2535 Children in the Classroom
	+ 1504/2525 College to University Articulation Agreements
	+ 1530/2530 Course Attendance
	+ 1504/2525 Course/Program Development & Management
	+ 1502/2540 Credit Hour Allocation
	+ 1505/2506 Degree Revocation
	+ 1517/2517 Directed Independent Study Enrollees
	+ 1510/2510 Examinations
	+ 1451/2465 Faculty Employment Qualifications
	+ 1465/2481 Faculty Evaluation Process
	+ 1511/2511 Grade & Attendance Reporting
	+ 1505/2505/2506 Grade and Degree Revocation
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ 1463/2470 Intellectual Property
	+ 1510/2510 Proctored Examinations
	+ 1410/2426 Sabbatical Leave
	+ 1420/2435 Barton Distinguished Instructor Awards
	+ 1517/2517 Directed Independent Study

Ideas to Maintain* Course Orientation (Todd’s Idea)
* Canvas Usage (Todd)

**Upcoming Events*** Foundation Auction – August 24
* 50th Anniversary Celebration – September 28
* ECF Learning Celebration – November 21
* 50th Anniversary Partnership Event (March)
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| **Action Items** |  |

**Next Meetings:**

**IC Dashboard – July 11**

**IC Meeting - July 25**