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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, November 19 |
| Time | 9:00-10:30a.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| o | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **Follow-up Topics*** Fall Term Wrap Ups
* Spring Semester
* Substantive Interaction Update
* ADA Ally Update
	+ Claudia will put together the number of classes ADA complaint at the end of the fall semester
* **Assessment Institute** – Andrea Jenkins, Luis Palacios, Philip Jacobson, James Miller, Melissa Hardwick, John (Ethan) Mears, Eric Bundy, Emily Cowles and Roni Wertz
* **Leadership Institute** – Instructional Representatives: Chris Baker, Megan Chambers, Andrea Thompson and Chris Vanderlinde
* **New Faculty Orientation Monthly Sessions** – Shawgi Ahmed, Yuchen Boswell, Andrea Jenkins, Diane McReynolds, Malia Sullivan, Andrea Thompson, Ethan Mears, Brian Forshee and Cathy Smith
* ~~7:30am - September 14~~~~th~~ ~~– 2019-2020 and 2020-2021 Classes meet with VP Simmons~~
* ~~3:00pm - October 22~~~~nd~~ ~~– Assessment with Matt Connell~~
* ~~3:00pm - November 12~~~~th~~ ~~– Grade Documentation with Lori Crowther~~
* December 1st-4th  – Cougar TALEs
* January – No formal sessions, just regular PD open to all
* February - Undecided
* 3:00pm - March 29th  – Graduation Information with Lori Crowther
* TBD - April – End of year celebration / check in
* **Instructional Excellence Academy (fall 2020)** - Angie Davied, Nicole Berger, Deanna Heier, Melissa Stevens, Ethan Mears, Yuchen Wang Boswell, Brandy Brooks, Jess Fullen and Brian Forshee
* Kathy Boeger will begin helping with this group
* Student Evaluations
	+ Draft Notifications (Faculty and Supervisors) – email sent 11/17
	+ Can faculty access the student surveys through the portal?
	+ Most faculty are not looking at the evaluations
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (fall) - January 10
	+ FT – March 5th
* Instructional Reviews
	+ 2019-2021 Reviews
		- February 1, 2021
		- May 1, 2021
		- September 1, 2021
		- December 1, 2021
	+ 2020-2022 Programs
	+ Template Feedback &Updates (Perkins, Thode & Harrington)
	+ Reviews Begin January 11, 2021 – Due March 26th
	+ Prep Session – December 7
* Strategic Planning
	+ All Submitted!
	+ Reviewing
* Strategic Goals Review – Board Reporting
* COVID Funds Spreadsheet – Quick Check on Purchasing
* Laptop testing in the facilities
* Check with Michelle about ordering of the infrastructure
* FR/FL tables ordered
* The Center-seats for Respondus on complete
* Elaine will check with Michelle on Ladybuds
* Academics items are with IT
* Mental health simulations have been ordered
* FR/FL subscriptions are ready to be purchased (Kurt would like to see them set up no later than March 2021)
* Kurt’s people will be coordinating
* Claudia talk to Lee about a vision and find out what she has done
* Should there be a work group?
* FR/FL microphones have been ordered
* Nursing working to get the quote changed to an invoice
* In-Person Course Rubric Process (Mather)
	+ Faculty workgroup for discussion, planning and development of a pilot; members
	+ Spring 2020 Start; Target implementation – Fall 2021
* BOL Instructor Updated Addendum of Expectations – Claudia
* Claudia will put into a Word document and send to Elaine
* Revised Online Course Development Agreement - Claudia
* Readability – Web Editors Session
	+ Reviewing Samantha’s Work
* BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 (Mather)
* Will be complete by November 30
* Procedure #2470 Intellectual Property
* Faculty Credentials
	+ Updated Form
	+ Process
* Instructional Technology Fair
* Claudia will take the lead with this group

**New Topics*** + VP Assessment
	+ Procedure #2525 – College to University Articulation Agreements
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| **Projects*** Economic Development Workgroup
* Noel Levitz Implementation
	+ Plan Submitted 10/6/20; Center Leadership
* 2+2 Agreements – Management, Promotion & Usage
* Faculty Position Descriptions
* Faculty Workload
* Great Bend/Fort Riley LSEC Partnership
* Direct Assessment – a shift from Open Entry/Open Exit programming
* Full degree with all OER certified courses
* New/Updated Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online (SAPP)
	+ CJ – Online
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth
	+ HZMT and EMHS – Certificate – In Process
* OER – Project 5! Plus Three Year Plan – updated from Lee sent 11/18
* Military Articulation Enhancements/Expansions
* Concourse Final Implementation
* Policy/Procedure Developments/Reviews
	+ Finals
	+ Maximum Student Enrollment – need to address (Myrna)
	+ Student Problem Resolution
	+ ~~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
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| **Action Items** |  |

**Next Meeting: December 10**