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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 X  Absent 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 | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: December 10**