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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Thursday, December 10 |
| Time | 2:45-4:15p.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 |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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| Topics/Notes |  |
| **Follow-up Topics*** Spring Semester
* Substantive Interaction Update
* ADA Ally Update
	+ Claudia will put together the number of classes ADA compliant 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, Chris Vanderlinde and Jenna Wornkey
* **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 1~~~~st~~~~-4~~~~th~~ ~~– 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
	+ Induction Ceremony
	+ Spring 2021 Class
* Student Evaluations
	+ Notification System
	+ Reviewing Fall 2020 Evaluations
	+ COVID Testimonials
* 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
	+ Reviews Begin January 11, 2021 – Due March 26th
	+ Prep Session Debrief
	+ Didn’t meet expectations, needed to know what the data meant
	+ Get back together and discuss the data analysis piece
	+ Report Access Discussion
	+ Brian’s people do not need access
	+ Kathy needs Matt and Mary to have access (Karyl would like access)
	+ Kurt needs Lindsay, Terri and Lawrence to have access
* Strategic Planning
	+ All Submitted!
	+ Reviewing
* Strategic Goals Review – Board Reporting
* COVID Funds Spending
* Brian’s complete
* Kurt is finalizing the purchase order for 1,000 subscriptions
* Kathy has everything bought and laptops are ordered
* In-Person Course Rubric Process (Mather)
	+ Faculty workgroup for discussion, planning and development of a pilot
	+ Members: Brittany Fanshier, Lacy Swain, Maggie Tracy, Mark Bogner, Oleg Ravitskiy, Danika Bielek, Daniel Garson, Angela Campbell, Colvin Hooser, Todd Mobray, Erin Eggers, Megan Schiffelbein, Curtis Rose and Claudia Mather
	+ Spring 2020 Start; Target implementation – Fall 2021
	+ Included in my End of the Year Message
* BOL Instructor Updated Addendum of Expectations – final version sent 12/4 (6:44a.m.)
	+ What is your plan for the updated addendum?
	+ Are you going to have all online faculty review and sign?  Just new faculty?
	+ Brian feels that the title could be changed to Annual Contract of Expectations
	+ Where will the signed forms be filed?
	+ Will Deans have copies and/or access to their respective faculty signed documents?
* Revised Online Course Development Agreement - final version sent 12/4 (6:44a.m.)
	+ How will this updated information be communicated?
	+ This will be announced at the BOL Division Meeting
	+ Do not put in the end of the year message
* BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 (Mather)
* Procedure #2470 Intellectual Property (Mather)
* Claudia and Regina will have a meeting, could Copy Right and Intellectual Property be combined
* Instructional Technology Fair
* CAM Discussion – Updated Modified Form (Emailed 12/9 at 2:41p.m.)
* Step #1 – email acceptable
* Step #4 – is for unique information
* Kathy ask about the narrative for the Trustees
* Economic Workgroup
* Great Bend/Fort Riley LSEC Partnership
* Checking to see if two classes are OER

**New Topics*** + PR – Web Editors, Curriculum Guides, PTP Projects, Etc.
	+ BOL Division Meeting Topics (Spring 2021)
	+ OER and AI
	+ Updated addendum for BOL
	+ Change in Lee’s position
	+ New Fall dates
	+ Deadline for Concourse
	+ Faculty Teaching Without Textbooks – OER Expectations
		- OER Plan Updated – Forwarded from Lee
	+ Procedure #2525 – College to University Articulation Agreements
	+ Noel Levitz Implementation - Plan Submitted 10/6/20; Center Leadership
	+ 2+2 Agreements – Management, Promotion & Usage (Leadership)
	+ Brian will help with this project
	+ Get update contact information from each school
	+ Update the Gen Ed information
	+ Faculty Position Descriptions (Leadership/Faculty WorkGroup)
	+ Brian Howe, Kathy Kottas and Kurt Teal will work on them
	+ Faculty Workload (Faculty Council, Additional Faculty & Mark Dean)
	+ Procedures (Teal Highlights – Leadership)
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| **Projects*** 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
* Lee will prepare a layered timeline for faculty that do not use a textbook but are not OER certified
* Use Fall 2022 as the deadline?
* Military Articulation Enhancements/Expansions – Nicole (Website Email)
* 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: January 12**