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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Monday, June 15, 2020 |
| Time | 9:30-11:00a.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 |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **Summer Observations**   * Academics had no Fuzion or LiveOline for the summer. There is some Intro to Theatre, Intro to Psych * WTCE has about 100 credit hours BartOnline and finishing up some Spring classes * Goal for Dean’s Council is to spend time with IE and see where enrollment number are coming from   **Fall Preparations**   * Course Availability   + Student Contact for Zoom Placement   + Concerns with Zero Enrollment   + Fuzion/LiveOnline – standard meeting times   + Concern: students in the dorms wanting F2F and get LiveOnline   + Could there be a rotation of students that are in the room, would the student know when to show up   + Could there be two classrooms and the instructor would teach back and forth between them   + How do we tell students that enroll in F2F classes there is no room for them in the F2F class?   + Fuzion – rotating in person and zoom learning * Classroom Discussion   + Screening   + Classroom Arrangement   + Could L-136 be reserved for a zoom lab?   + Student Management   + Wellness/Safety (Hand Sanitizer, Masks, Clean-up)   + Will faculty wear a mask?   + If not, they will need to stay on one place, six feet from the front row of students   + Will faculty clean the room after teaching in it? If not, who will * Student Communications * Message/communication sent Friday June 12 * How do we tell the student that enrolled in F2F class but didn’t get the F2F class   **FY 21 Budget**  **Substantive Interaction Communication** – email sent Saturday morning (6/13); updated document sent Sunday afternoon   * If faculty do not have content in canvas, we cannot see OER or ADA * Consistency in classes needs to be a priority no matter how they are delivered   **Ally Proposal** – email sent Saturday evening  **Synchronous Rubric** – email sent Saturday morning   * Do synchronous classes need the rubric that is based on course shells and some faculty do not have course shells * Could we get a pilot group to test the rubric * There should be professional development on organizing a course shell and using it in a more robust fashion * Kurt, Brian and Kathy look at the draft rubric from a synchronous point of view and let Claudia know what they would like to see   **Student Handbook** – email sent Saturday morning  **Student Evaluations**  Responses for the questions: Agree, Somewhat Agree, Neutral, Somewhat Disagree, Completely Disagree   * Instructor provided a course syllabus at the beginning of the course in hard or electronic copy. * Instructor presented a well-organized course. * Instructor gave assignments/projects/exams that were relatable to the course and encouraged critical thinking. * Instructor interacted with students in a professional manner with consistency and respect. * Instructor was accessible to students and provided feedback. * Course materials were beneficial to completing the class. * Instructor provided clear grading guidelines and posted grades in a timely manner. * Instructor provided support and resources necessary to expand my knowledge.   Short Answer Questions   * What would improve this course? * Would you recommend this course to a friend? * Additional Comments   Remaining To-Do’s/Implementation   * We will use the same questions for F2F and online evaluations with the exception of third-party evaluations. * We will continue to use Evaluation Kit for student surveys. * Paper evaluations will be utilized in some instances; inventory need requested. * Paper forms need to be printed. * The group agreed that sixteen, eight, six and four week classes evaluations will be deployed at mid-session. * Division/program leadership will determine student evaluation timeline when classes offered for less than four weeks. * Kathy will get with Jeff on the team teaching question * Begin using new student evaluation questions fall 2020 * Elaine will send an informational email     **BOL Division Meeting – July 22 (AM)/July 23 (PM)**   * Send ideas for the meeting   **Assessment Institute**   * Andrea Jenkins * Luis Palacios * Philip Jacobson * James Miller * Morgan Cornstubble * Melissa Hardwick * John (Ethan) Hunt * Eric Bundy   **USD Professional Development Partnership**  **New and Revised Course LICC Process – Training (Center)**  **Course Search Resource**  **Integrity Tools (Fuzion & LiveOnline) Work Group (Claudia, Matt, Marlo and Melissa Hardwick)**  **Evaluations/Appraisals**   * Adjunct (Summer) due August 28 * Staff – Anniversary Month (   + Four+ years of service may be moved to an every three year review * Annual goals – meeting upcoming   **Assessment Meeting with Jo**   * Check to see if Jo could be part of the Dean’s Retreat | | | | | | | | | |  |
| **Projects**   * New Programming   + Pre-Health   + Industrial Hemp   + Cybersecurity   + Crane Operations   + CDL Certification/Online (SAPP)   + CJ – Online   + Graphic Design   + Media Production   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth   + HZMT and EMHS - Certificate * OER – Project 5! Plus Three Year Plan * Military Articulation Enhancements/Expansions * Concourse Implementation * 2+2 Agreements – Management, Promotion & Usage/New General Education Program * Faculty Position Descriptions * 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   **Ideas to Maintain**   * Course Orientation (Todd’s Idea) * Canvas Usage (Todd) | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: July 7th (Retreat)**