

Agenda/Minutes

Team Name	Instructional Council Minutes
March	August 28, 2019
Time	2:00-4:30p.m.
Location	S-139/Zoom

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							
x	Jo Harrington	x	Peter Solie	x	Kristin Steele	x	Stephanie Joiner

Topics/Notes						Reporter	
<p>2:00-2:30p.m. Assessment Update – Jo Harrington</p> <ul style="list-style-type: none"> • Classroom (CAT) • Course Assessment • Program Assessment <ul style="list-style-type: none"> ○ 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 ○ Spring 2020 • Institutional Assessment <ul style="list-style-type: none"> ○ Fundamental Outcomes ○ General Education Outcomes • Assessment Institute <ul style="list-style-type: none"> ○ 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, Kim Bradney, Scott McDonald, Oleg Ravitskiy and Heather Panning • Other <ul style="list-style-type: none"> • Co-Curricular – Kathy Boeger is the Chair • The group is sending out surveys and working on a rubric • Co-Curricular is anything where students learn outside of the classroom • Angie ask if student employment could be Co-Curricular? 							
<p>2:30-3:00p.m. – NISOD Debriefing (Peter Solie & Kristin Steele)</p> <ul style="list-style-type: none"> • Kristen Steele and Peter Solie debriefed the group on their experience NISOD and talked about the sessions they each attended • Kristen will send the power point she was referencing during the discussion • Peter will send the presentation material from NISOD as it is received 							

3:00-3:30p.m. – Student Academic Development – Stephanie Joiner

- Stephanie talked about study halls for students, there are six instructors that volunteer their time study hall 12-4pm Monday thru Thursday
- She will continue to work with students and will extend study hall to performing arts students

Follow-up Discussions

- Information Literacy Proposal - attached
- Ellucian Cloud – Banner will be down from Wednesday, March 18th at 5:00p.m. through Saturday, March 21st. Plans are to return to full functioning operations on Sunday, March 22nd.
 - When Do We Start Communicating?
 - Brian and Kathy think communication should begin around Thanksgiving
 - Kurt has notified his faculty and staff
 - Claudia said that when students enroll in September there should be a message about Ellucian Cloud being down in March
 - There is concern about the drop date, Michelle talked to Mark Dean about pushing back the drop date
- Finals Procedure – attached
- Elaine will work on the draft, send it to faculty and coaches, give them one week and then give to Julie Knoblich
- OER Review Process Update
- Lee theme for OER is to simplify
- Project 5 is going good (4 out of the 5)
- She has fifteen new faculty to launch in the Spring and ten more behind them
- Instructors not using a shell makes it hard to review, Lee would like the volunteer instructors to have something in their shells for review
- LICC Report (Howe)
 - General Education
 - General Education is at PTP
 - Concourse
 - Conference call this week with another college
- Faculty Credential Form & Transcripts
 - HR Faculty Credential Spreadsheet
 - X=missing information, blank=faculty OK
 - Transcripts
 - Credential Form – Sign Prior to Interview
 - Don't Fill in Exception Section Unless You Need an Exception
- Program Reviews
 - Instructional Review 2017-2019 Follow-up Report
 - New Due Date – October 15
 - 2019-2020 Instructional Reviews Begin – November 1
 - 2017-2018 Follow-up Report
 - August 19 – Meeting with Data Folks (Update)
- Online Course Development (Form/Payments)
- Online Course Review Rubric
 - Academic Integrity (Tools)
 - Substantive Interaction

- OER
- Early Grading/Early Alerting (Maddy)

New Discussions

- Strategic Planning
 - Dean Perkins' Monthly Requests
- Faculty Evaluations
 - Full-Time – November 8
 - Adjunct (Fall) – January 10
- Dean's Council/Instructional Council
 - Dean's Council – Brian, Claudia, Kathy, Kurt & Angie
 - Instructional Council (suggestions) - Lee Miller, Erin Eggers, Todd Mobray, Stephanie Joiner, Jo Harrington, Peter Solie, Jane Howard, Mary Foley, Carol Murphy, Lindsay Holmes, Terri Mebane and Erika Moss
 - FR Representative
- Strength Finders Results (Instructional Council)
- Communication

Projects

- Bartonline Scheduling – Addition of Session (Summer 2020)/Fall 2020 Discussion
- Faculty Work Load
- Faculty Evaluation/Staff Appraisal – Automated Approach
- New Programming
- Instructional 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
- 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

- Strategic Financial Planning (FY 21-23) Initiates – September 3
- Active Classroom Chamber of Commerce After Hours – September 19
- 50th Anniversary Celebration – September 28
- Program Review 2017-2018 Follow-up Report Due – October 15
- 2019-2020 Program Reviews Commence – November 1, 2019
- ECF Learning Celebration – November 21
- VP Christmas Party – December 4
- Strategic Financial Plans Submitted – January 17, 2020
- FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
- 50th Anniversary Partnership Event (March)
- 2019-2020 Program Reviews Due – April 1, 2020
- Great Bend Graduation – May 8
- Fort Riley PTK Ceremony – May 19
- Fort Riley Graduation – May 20

Action Items

Strategic Goals

Drive Student Success

1. Advance student entry, reentry, retention and completion strategies.
2. Commit to excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships across the institution.
4. Reinforce public recognition of Barton Community College.
5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

Emphasize Institutional Effectiveness

6. Develop, enhance, and align business processes.
7. Manifest an environment that supports the mission of the college. Optimize

Employee Experience

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
9. Develop, enhance, and align business human resource processes.

**Next Meeting:
September 26**