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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Tuesday, January 12, 2021 |
| Time | 2:00-3:30p.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 | | | | | | | | | |  |
| **Follow-up Topics**   * **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 * **Spring 2021 Instructional Excellence Academy** – Lawrence Weber, Cathy Smith, Walter Brown, Ahmed Shawgi, Claudia Mather and Jo Harrington * Concourse – Delayed Faculty Adoption * Concourse does not have a report of faculty that do not have syllabus completed * Student Evaluations   + Notification System   + Kathy will talk to Jeff Mills about getting access to the surveys   + Reviewing Fall 2020 Evaluations * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Full-Time (Tenure Track & Rotation) – March 5th (No Padding!)   + Adjunct (spring 2021) – May 20 * Instructional Reviews   + 2019-2021 Goal Reviews     - February 1, 2021     - May 1, 2021     - September 1, 2021     - December 1, 2021   + 2020-2022 Programs     - Reviews Began January 11, 2021 – Due March 26th     - Discuss location reviews in another meeting * Strategic Planning   + Discussions Complete/Preparation for Meeting with VP Dean And CIO Kaiser * 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   + Awareness of Project   + Elaine will add In-Person Course Rubric process to the next faculty council report * BOL Instructor Updated Addendum of Expectations – final version sent 12/4 (6:44a.m.)   + Reviewed at BOL Division meeting; send out to all (online instructors) via email   + Are we going to have all online faculty review and sign?  Just new faculty?  If so, where will they be filed?   + Will Deans have copies and/or access to their respective faculty signed documents?   + Brian feels that the title could be changed to Annual Contract of Expectations   + Claudia will look at a process for signature and bring to the next meeting * Revised Online Course Development Agreement - final version sent 12/4 (6:44a.m.)   + Reviewed at BOL Division meeting; send out to all via email. Does all mean in person too in case they want to develop a new course? * BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 (Mather) * Procedure #2470 Intellectual Property (Mather) * Instructional Technology Fair * CAM Discussion   + Phase Zero Program Development/Modification   + Cabinet Discussion – Myrna’s Guidance * Economic Workgroup * Great Bend/Fort Riley LSEC Partnership * Classes should be covered with the exception of Physical Science * BOL Division Meeting Debriefing * Erin is going to start a BOL newsletter * Cougar TALEs Debriefing * There are concerns that Athletics and Student Services are not attending professional development sessions, bring to the next meeting * Procedure #2525 – College to University Articulation Agreements * Add a bullet to the second page saying Barton will provide a usage report * Faculty Position Descriptions (Leadership/Faculty Work Group) * Faculty Workload (Faculty Council, Additional Faculty & Mark Dean) * Faculty Council * Amanda Alliband will be the new chair * Could faculty council be an advisory board? * Redefine so the council is useful to faculty and seeks faculty input   **New Topics**   * Self-Service Banner #9 – Moving to This Updated Version; More Appealing to Students, Ability to Utilize Student Photo and Ability to Link Concourse Syllabi to Courses * Fall 2021 Course Scheduling – Live, Fuzion and LiveOnline * Academics-planning in person with the flexibility to move to liveonline with zoom as a backup if needed. Social distancing and masks * WTCE-planning in person with zoom as a backup if needed * FR/FL has a shortage of faculty and there is a max student capacity for classes * Great Bend Campus Enrollment * Elaine would like to put together a work group to look at data, trends etc… with the goal of increased enrollment at the Great Bend Campus * COVID Funds – More Funds Forthcoming, But Much Longer Timeframe to Spend; Concern about Changes to State Aid * OER Extended Plan/Gray Area (emails sent) * Noel Levitz Implementation - Plan Submitted 10/6/20; Center Leadership * 2+2 Agreements – Management, Promotion & Usage   + Sarah Identifying Contacts   + Brian Leading in Conjunction with Sarah & Myself * AI in BOL Orientation/College policies in BOL Orientation * NISOD Excellence Awards (Kottas) * PD Tracking Meeting * PD Upcoming Events: Academic Integrity Regional Conference & National Conference, First Year Experience Conference and HLC Webinars * Kathy has signed up for the conference * Instructional Strategic Planning Timeline 2021-2022 (email sent) | | | | | | | | | |  |
| **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 * Military Articulation Enhancements/Expansions – Nicole (Website Email) * 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: February 2**