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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Wednesday, November 3, 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**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall 2021) – January 7   + FT Faculty in the tenure track or tenured rotation - **November 5** * Instructional Reviews   + Instructional Reviews 2021-2023     - Launch October 1-Due December 15 * Strategic Plan   + FY 22 Strategic Approvals – Status   + FY23 Strategic Planning     - Launch November 1-Due January 14 * Course Rubric Process (Mather) – Update   + Target implementation – Spring 2022   + Stephanie Schottel and Angie Davied have been added to the committee   + There will be a process on how to courses that do not have a shell will be evaluated, a documented conversation   + Working on one basic format for all courses * Procedure #2470 Intellectual Property (Mather/Ivey) * Faculty Position Descriptions   + FT/PT     - The Instructor Coordinator, Director and Chair Persons should have the same evaluation tool   + Adjunct * Faculty Workload – Third Draft   + President Wants to Discuss * HLC Site Visit – October 24-25, 2022 * General Education (KBOR)   + Project is nearing a year of work   + Working to complete the baseline framework – likely going to be 37-40 credit hours   + After framework is complete, two small committees will be launched     - One committee will work on KBOR policy; Archer is drafting     - The other committee will work on student learning outcomes – it was stated faculty will be involved in this process   + Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer)   + It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more   + The Neosho representative asked about assessment methods.  Archer said the group has not discussed.  He further stated KBOR doesn’t really want to take ownership of assessment   + Archer said that they are “starting with general education.”  Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education   + Discussion on impacts with advising with reference to courses required and offered   + Grace was suggested for the starting timeframe due to when schedules are due * Distinguished Instructor Procedure Update (Faculty Council) * BOL Orientation (Mather) – Status * Website/Portal Page Feedback   + Updates Shared   + Michelle/Brandon – Discuss Option for Portal Landing Page * No Touch Statement   + Title IV Office Will Draft a Statement   + Dean’s Will Send the Statement to the Appropriate Director’s/Instructors   + Specific Syllabus/Program Handbook   + Have the statement read the same for courses/programs, it needs to be general   + Handbooks, student guide and syllabus will be the best spot for the statement   + Be sure the statement says something about student to student touching   + Physical Contact Guidelines for a title?   **New Topics**   * Information Literacy * Student Maximum Credit Hours Discussion * We need to look at the data and craft something that we can send to faculty council * There needs to be a bullet of exception (Natural Gas and Music) * Procedure #2535 Children in the Classroom * Zoom classrooms need to be addressed, carefully crafted to say what will be tolerated * Second bullet, reword to verify the student working in a lab * Third bullet, Kathy is worried that some instructors may not allow make up of classes missed to take care of sick children. Instructor option to allow, at the discretion of the instructor * Forth bullet, checking to see if the Child Development Center allows drop ins * Accreditation Meetings (Dean’s Council Extra) – New Spreadsheets | | | | | | | | | |  |
| **Projects**   * New/Updated Programming   + Plumbing Certificate – Barton County Campus Location   + Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)   + Industrial Hemp   + Cybersecurity – Moving Forward with a Full CAM   + Crane Operations   + CJ – Online – Promote   + Welding Expansion – Moving Forward with Full CAM   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavenworth   + Digital Communications – PTP Details/Course Development   + Nursing – State Board Approval – Submitted to ACEN   + CNH Technician Training * Policy/Procedure Developments/Reviews   + ~~Finals~~   + Maximum Student Enrollment – need to address (Myrna)   + ~~2615 Student Problem Resolutio~~n   + ~~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 (Look at)   + 1511/2511 Grade & Attendance Reporting (Look at)   + 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 | | | | | | | | | |  |
| **Fiscal Year 22 Instructional Goals & Activities**  **Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C)**   * Develop institutional communications plan * Enhance partnership with marketing and admissions * Improve onboarding and orientation of new employees   **Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A)**   * Provide faculty training on teaching and learning strategies * Promote opportunities for faculty to discuss topics specific to their program or discipline   **Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C)**   * Incorporate instructional review and assessment data in strategic and financial planning * Collaborate with Institutional Research to improve the process of requesting and receiving data   **Prioritize student success strategies (HLC 4.C)**   * Identify, implement, and assess retention and completion practices * Promote awareness of college-wide integrity values and expectations   **Manage instructional programs and services (HLC Criterion 3.A, 3.B)**   * Initiate the assessment of general education program * Refine the instructional review process * Research and develop opportunities for new and existing programming | | | | | | | | | |  |
| **Action Items:**   * Finals-the student chose to be in the classroom but now want to go home for Thanksgiving and not come back * Some classes are fusion the student chose to be in the classroom and now the student would like to finish remote * Faculty have a classroom arrangement and can stick to that arrangement, not allow remote final * If the student can negotiate with the faculty for a remote final, OK | | | | | | | | | |  |

**Next Meetings**

**November 15 – Dean’s Council (HLC)**

**December 1 – Dean’s Council**