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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, March 15, 2021 |
| Time | 1:15-3:15p.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 |
| x | Andrea Thompson | x | Chris Baker | x | Tanner Marston |  |  |
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| Topics/Notes |  |
| **Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Is there a spreadsheet with staff evaluations due? Elaine will check
	+ Adjunct (spring 2021) – May 20
* Instructional Reviews
	+ 2021-2023
		- Location Reviews?
		- Will not do location reviews
		- Resource Meetings
		- Talk to the IR team and review/update the current template for 2021-2023 reviews
		- Schedule – Talking to Mark
		- Look at the instructional reviews October 1 to December 1, then start strategic planning?
	+ 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
* Strategic Planning Submitted
* In-Person Course Rubric Process (Mather) - Update
	+ Spring 2020 Start; Target implementation – Fall 2021
* BOL Instructor Updated Addendum of Expectations (remove)
	+ Review/Signature/Filing System
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair Update (technology survey closes April 1)
* Procedure #2525 – College to University Articulation Agreements
	+ Policy 1504 – Course/Program Development and Management
	+ Updates approved with one minor adjustment
* Faculty Position Descriptions
	+ FT/PT – Draft to Faculty Council
	+ Adjunct
* Faculty Workload
* Faculty Council – March 1st Meeting
* Going forward, Faculty Council will report to the Board of Trustees in March and October
* HLC Site Visit – October 24-25, 2022
* FR/GVP Site Location Visit – June 24
* COVID Funds – New Disbursement
* Fall 2021 Scheduling – Message to Faculty (Sent)
* GB Campus Enrollment Work Group – March 18
* Graduation Activities
	+ Fort Leavenworth (June) – Virtual
	+ Fort Riley (May 27) – Delivery Unknown
	+ GB – May 14
	+ ~~Honors Celebration~~, Nurse Pinning, MLT Pinning, EMS Cording & GED
	+ Distinguished Instructor
* Edukan
* General Education (KBOR)
* Online Proctoring Contracts
* BOL Orientation – Email from Claudia 2/8/21
* Noel Levitz Update (Mather)
	+ Disperse to all students electronically
	+ Email was sent announcing the survey 2/24
	+ The Center will launch with the help of IR
	+ Send out soon!
	+ Randomly pick classes to survey
	+ Sent through email, it won’t disrupt students from going forward in their classes

**New Topics*** OER Plan (2022-2024)
* Some classes cannot get their supply cost below $50 but there is not book for the class
* Instructional Strategic Planning Timeline – Draft Sent 2/22/21
* Faculty Handbook
* Employee Onboarding/Orientation – Meetings Start Next Week
* Fall Best Practices, Expectation, Fuzion, LiveOnline Meeting – March 22
* Early Alert
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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
	+ CJ – Online
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth & Fort Riley
	+ Corrections – Fort Leavernworth
	+ HZMT and EMHS – Certificate – KBOR Approved/HLC/DOE
* Military Articulation Enhancements/Expansions – General Education
* 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: April 1**