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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 X  Absent 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 | | |  |  |
|  |  | |  |  |  |  | | |  |  |
| 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 | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: April 1**