|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, June 29, 2021 |
| Time | 2:00-4:00p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | Brian Howe | x | Kathy Kottas | x | Claudia Mather | o | Kurt Teal |
| p | Angie Maddy |  |  |  |  |  |  |
| Guests |
| x | Lindsay Holmes | X | Sarah Riegel |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes |  |
| **Follow-up Topics*** Finals Schedule (Fall 2021) – email sent 6/23
* Hybrid schedule should not be included
* Add a schedule for evening classes
* Sarah will update draft and a draft for Spring 2022
* Send draft to Great Bend faculty for review
* Academic Integrity Capital Violations
* Lee is now investigating
* Who should complete the XF form?
* Elaine feels the faculty should get back in the loop
* Brian feels that Lee could sign off on the XF form (if we want to keep the form)
* Sarah doesn’t think that Lori Crowther gets any information but the XF form
* Knewton Project
* Kurt will need to use his COVID money if he wants to use this
* Labster Project Update
* Elaine will follow up with Michelle on this
* Chemistry Kits Project Update
* Making progress with Chemistry 2
* Targeting pilot for Spring 2022
* New Faculty Orientation (Kottas)
* Kathy finds value in the new faculty getting to know each other and network
* Go through the checklist and see what the Center is going to do
* Multi-Location HLC Visit
* Went well, very organized
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (summer 2021) – August 27
* Instructional Reviews
	+ Timeline – Start Dates, Review Groups & Goal Deadlines
	+ Goal Updates – Template
	+ Kathy ask about the overlapping of dates
	+ Brian would rather combine the deadlines and report on all of them
	+ New Instructional Review Committee
	+ Todd Mobray, Randy Thode, Jo Harrington, Stephanie Joiner, Brian Howe, Kathy Kottas, Kurt Teal and Elaine Simmons for the committee
	+ Committee will look at data, assessment and comments
	+ Goal Setting Leads to Strategic Planning
	+ Template Update
	+ Use the template, add dates
	+ There will be more assessment added
* Strategic Plan
	+ Budget Provided
	+ Priorities Provided
	+ KDOC is Slowing Things Down
	+ Future – One Year Strategic Planning
	+ HLC Multi-Location Peer Review Question – How Assessment Outcomes Flow into Strategic Planning/Budgeting
	+ Instructional Council SWOT
	+ Executive Leadership Retreat
	+ Dean’s Council Retreat – July 19
* In-Person Course Rubric Process (Mather) - Update
	+ Spring 2020 Start; Target implementation – Fall 2021
	+ Fall 2021 start, target implementation Spring 2022
* Procedure #2470 Intellectual Property (Mather)
* Claudia will make recommendations on the current procedure
* Instructional Technology Fair Update (Launch June 7th)
* Claudia will send a follow-up email after July 4
* Faculty Position Descriptions
	+ FT/PT – Faculty Council Response/Dean’s Response
	+ Adjunct
* Faculty Workload – Working on Third Draft
* HLC Site Visit – October 24-25, 2022
* Graduation Activities
	+ Fort Riley (August 26)
* Edukan – Course Preparation Plan/August 10
* General Education (KBOR)
* Online Proctoring Contracts – Honorlock Recommendation
* BOL Orientation (Mather) - Status
* OER Plans (Current/Extended Updates)
* OER Updates
* A BOL faculty is using a textbook that is real expensive and another faculty in the same course is using OER, students prefer the cheaper course. Elaine suggested Lee talk to the faculty and suggest resources that are less expensive.
* Student Problem Resolution Procedure
* Military Articulation Enhancements/Expansions – General Education

**New Topics*** KDOC
* Director of Library & College Archives Search – Elaine, Regina, Kathy, Kurt, Rita Thurber, Jenna Hoffman, Lee, Academics Representative
* New Website – July 6
* Introduction to Portal Landing Page
* BOL Review Workgroup
* Direct Assessment
* Kathy said that Sara Hoff and Karen Gunther are initiating an organization HOSA (Health Occupation Students of America)
 |  |
| **Projects*** New/Updated Programming
	+ Industrial Hemp
	+ Cybersecurity – to PTP
	+ Crane Operations
	+ CJ – Online – ready to promote, also promote at FR, FL and GVP
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth & Fort Riley
	+ Corrections – Fort Leavenworth
	+ Media Production – to PTP and LICC
	+ Nursing
* 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: July 19 Retreat**