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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Wednesday, September 1, 2021 |
| Time | 2:30-4:30p.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 | | | | | | | | | | |
| x | Lee Miller | |  |  |  |  | | |  |  |
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| Topics/Notes | | | | | | | | | |  |
| **OER Dean’s Report/Extended Plan – Lee Miller**   * Lee would like to add two bullets to the OER Extended Two-Year-Plan bullet number five: * Exceptions can only be approved by the appropriate Dean or VP of Instruction * Courses that transitions to OER after 2023 will need to be OER certified prior to the course running as an OER class * Ask Connie (Bookstore) where the book spreadsheet comes from, it has not been updated   **Follow-up Topics**   * Labster Project Update * Project going well * Chemistry Kits Project Update * Chemistry hired a student employee and have a packing plan * Messaging will go out that starting January 2022 use these kits * Onboarding/Orientation * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall 2021) – January 7   + FT Faculty in the tenure track this Fall (November) * Instructional Reviews   + Instructional Review 2019-21 Goal Report Due Today   + Instructional Review 2020-22 Goal Report Due Today   + Instructional Reviews 2021-2023     - Template Update     - Data Update     - Review Support     - Launch October 1-Due December 15 * Strategic Plan   + Strategic Approvals – Status   + FY23 Strategic Planning     - Last Year – Launched September 14/Due November 13     - This Year?     - Launch December 1, due in January after the Instructional Review * In-Person Course Rubric Process (Mather) – Update   + Fall 2021 Start; Target implementation – Spring 2022   + Retitled – Synchronous Rubric: it is close to finalized   + When draft is finalized take to Dean’s Council then Faculty Council * Procedure #2470 Intellectual Property (Mather) * Procedure will not be combined with copy right procedure * Claudia will go back to researched information and will start looking at the procedure * Instructional Technology Fair Update * Claudia will send a survey to see if they can get people to let them know what they are using * Faculty Position Descriptions   + FT/PT – Faculty Council Response/Dean’s Response   + Adjunct * Faculty Workload – Third Draft * HLC Site Visit – October 24-25, 2022 * General Education (KBOR) * Online Proctoring Contracts – Honorlock Recommendation * Will not pursue (remove from agenda) * BOL Orientation (Mather) - Status * Student Problem Resolution Procedure * Military Articulation Enhancements/Expansions – General Education   **New Topics**   * Director of Library & College Archives * Website/Portal Page Feedback * No Touch Policy (Statement) * Title IV office will draft a statement for no touch * Angie will send draft statement to the Dean’s * Dean’s will send the statement to the appropriate Director’s/Instructors * Should it be added to the syllabus? * BOL Discussion – Managing Faculty/Canned Courses * This could help to prepare new faculty and help increase enrollment numbers * Schedule a special meeting to discuss this topic * Instructional Excellence Academy * Keep it going (Claudia has ideas) * Sessions once a year (not every semester) * Good professional development on the art of teaching * Todd could do a featured session to keep involved * Attendance Records – Roll Call/Banner – Attendance for Online Course * Have another meeting to include Roni Dean and Mark Dean * Assessment Summit * Noel Levitz Responses – Dedicated Meeting * Blue Team Form Meeting * Student/Employee Training Meetings * FLAC Meeting | | | | | | | | | |  |
| **Projects**   * New/Updated Programming   + Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)   + Industrial Hemp   + Cybersecurity – Moving Forward with a Full CAM   + Crane Operations   + CJ – Online – Ready to Promote??   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavenworth   + Digital Communications – PTP Details/Course Development   + Nursing – State Board   + CNH Technician Training * 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 | | | | | | | | | |  |
| **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:** | | | | | | | | | |  |

**Next Meeting: September 20, 2021**