|  |
| --- |
| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Wednesday, September 1, 2021 |
| Time | 2:30-4:30p.m. |
| Location | Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | Lee Miller |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 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**