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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, September 20, 2021 |
| Time | 2:30-4:30p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| o | Brian Howe | x | Kathy Kottas | x | Claudia Mather | x | Kurt Teal |
| x | Angie Maddy |  |  |  |  |  |  |
| Guests |
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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
* Look at Fall 2023 for last day of finals for traditional textbook or OER certification deadline

**Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (fall 2021) – January 7
	+ FT Faculty in the tenure track or tenured rotation - November 5
* Instructional Reviews
	+ Instructional Review 2019-21 Goal Reports
	+ Instructional Review 2020-22 Goal Reports
	+ Instructional Reviews 2021-2023
		- Template Update
		- Data Update
		- Review Support
		- Launch October 1-Due December 15
* Strategic Plan
	+ Strategic Approvals – Status
	+ FY23 Strategic Planning
		- Launch November 1-Due January 14
* Synchronous Course Rubric Process (Mather) – Update
	+ Target implementation – Spring 2022
	+ Matt has a meeting scheduled with Mary Foley, Terri Mebane, Lindsay Holmes and Chris Baker to talk about faculty that do not use a shell
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair
	+ Survey Results
	+ Place holder for Employee Technology Training
	+ Within Instructional Technology Fair will hold employee training for Ellucian and Banner (it will be a card within the PAWS account)
	+ This will be brought up at PTP as to the location of the Instructional Technology Fair
* 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)
* BOL Orientation (Mather) – Status
* Student Problem Resolution Procedure
* If there are money issues be sure to get with Mark Dean immediately
* The five business days are based on the problem location
* Military Articulation Enhancements/Expansions – General Education
* Director of Library & College Archives – Darren Ivey (September 27th)
* Regina’s Reception – September 27th – Last Day October 1st
* Website/Portal Page Feedback – Sent September 8th
	+ Dr. Kottas – more?
	+ Advisors are having trouble finding advisor forms, Change of Major Form (it is located under Academic Advising)
* No Touch Statement
	+ Title IV Office Will Draft a Statement
	+ Angie Will Send Draft Statement to the Dean’s
	+ Dean’s Will Send the Statement to the Appropriate Director’s/Instructors
	+ Specific Syllabus/Program Handbook
* BOL Discussion – Managing Faculty/Canned Courses – Dedicated Meeting
* Teaching & Learning Academy
* Blue Team Form Discussion
* Noel Levitz – Dedicated Meeting
* Follow-up up on Attendance Tracking/Procedures Meeting
* There are two procedures already written
* If faculty get an email from Myrna about LDA they need to respond
* Is there a list of who supervises what employees

**New Topics*** Textbook Lists
* EAB – Audit vendor for Instruction, Enrollment Management, Student Services, Technology
* When the meeting is scheduled include Megan, Judy, Karen and Stephanie
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* Freedom of Expression Statement Research
* Elaine will continue working on the statement
* Research is continuing
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| **Projects*** New/Updated Programming
	+ Plumbing Certificate – Barton County Campus Location
	+ Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)
	+ Industrial Hemp
	+ Cybersecurity – Moving Forward with a Full CAM
	+ Crane Operations
	+ CJ – Online – Promote
	+ Welding – Expansion
	+ CJ – Fort Leavenworth & Fort Riley
	+ Corrections – Fort Leavenworth
	+ Digital Communications – PTP Details/Course Development
	+ Nursing – State Board Approval – Moving to ACEN
	+ CNH Technician Training
* Policy/Procedure Developments/Reviews
	+ ~~Finals~~
	+ Maximum Student Enrollment – need to address (Myrna) (move to the top)
	+ 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 (Look at)
	+ 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 (Look at)
	+ 1511/2511 Grade & Attendance Reporting (Look at)
	+ 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
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| **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
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| **Action Items:** |  |

**Next Meeting: October 13, 2021**