

FACULTY COUNCIL MEETING AGENDA (3 Dec 2018)

1. Call to Order/ Introduction of New Members/ Recognition of Invited Guests
2. Approval of November Minutes
3. Additions to the Agenda
4. Vice President's Report

Faculty Handbook

- The draft 2018-2019 faculty handbook was sent Friday, November 2 via email.
- Please review and submit your feedback to Jenna Wornkey no later than Wednesday, December 5th 5:00p.m.

BOL Audit

- A draft calendar is in development for reviewing all current online courses for substantive interaction. This process is already taking place for new courses to the online platform. Release of this information is forthcoming.
- AD Mather is reviewing summer data on the new BOL schedule format; she will complete the same process for fall data.
- Faculty and student surveys on the new BOL schedule format will be distributed this month.
- Examiy training will occur this month for 2019 Session #1 and Session #2 instructors. More training for additional instructors will occur in January. Stay tune for announcements from BOL staff.

Committees

- The following is a list of council members and their respective committee assignments in addition to Faculty Council:
 - ✓•Amanda – STEM, Jack Kilby Science Day, Academics Month and Substantive Interaction
 - ✓•Kara –
 - ✓•Kim – WTCE Essential Skills, Student Evaluation Committee
 - ✓•Gerald – Sustentative Interaction
 - ✓•Gil – OER
 - ✓•Gene – OER
 - ✓•Mike – Executive Leadership
 - ✓•Mark Shipman – Student Authenticity and LICC
 - ✓•Peter – Executive Leadership, Department Chair, Leadership Institute (17-18), Cultural Day, Academic Integrity and Academic Calendar
 - ✓•Mark Bogner

Outcomes Assessment

- Classroom Assessment Sub Committee – Ange Sullivan (Facilitator)

- New CAT submission guidelines (using Canvas) have been communicated by sub-committee member Brenda Siebold
- Co-Curricular Sub Committee – Steve Lueth (Facilitator)
- Program Assessment – 13 programs are participating
- Assessment Institute – ongoing

Distinguished Instructor Award

- As mentioned in a previous email, we are removing the Distinguished Instructor presentation from the GB graduation ceremony next year. We will announce the DI awardees, but there won't be any further comment, nor presentation of a plaque at the commencement. In visiting with Dr. Heilman, he said he may continue with the pre-graduation dinner in GB that includes invitations to the GB outstanding graduates and all distinguished instructors. For those who choose to attend, they would be recognized at the dinner in a more formal manner including receipt of their plaque.
- Chairman Cox has suggested FR/Grandview recipients recognized at the FR Phi Theta Kappa ceremony

General Education Project/Degree Credit Reduction (64-60)

- Proposal was approved at the November 27th Board of Trustees meeting.
- Dean Howe sent an update on November 30th.
- Project needs to be completed and ready for implementation April 1, 2020. The 2020-2021 academic year will have the first impact.
- Parallel project with Concourse, a syllabus management system that interfaces with Canvas. This system will support multiple areas of syllabus development and upkeep including institutional, departmental and instructor. A sub-committee of LICC will address this project; PTP will also support the project on behalf of operations and processes.

OER

- The three year timeline for OER implementation has been accepted.
- A review process will be established to ensure courses utilizing OER meet compliance, licensure and best practice standards including ADA, cyber security, copyright and creative commons. This process will allow the College to brand courses offering OER and will support marketing and awareness messaging.

Academic Integrity

- The Academic Integrity Council has completed their charter and a subcommittee has been formed to recommend definitions and expectations.

ADA

- □□□□□□□□ The ADA Committee members are completing professional development – two courses from Wichita State University. They will meet in the New Year to begin discussions on what will need to be done to current courses (resident and online) to ensure ADA federal compliance. This will be a LARGE project across the system and a timeline will need be identified for completion.

BOL Restructure

- We are moving towards a restructure of the current BOL area in the New Year. For nearly two decades, the College has utilized the BARTonline team's experience and expertise to support online coursework including individual class offerings as well as online certificate and degree programs. As the institution nears the 20th year anniversary of its online operations, there is need for continued advancement in educational technology, responsiveness to increasing federal and state compliance requirements and an organizational structure that supports inclusive coordination of online and resident (face-to-face) coursework. In addition, there is an opportunity for this team to provide support for new college initiatives including Academic Integrity (AI), Open Educational Resources (OER) and Americans with Disabilities (ADA).
- I will keep you updated as more information is available.

Professional Development

- Professional Development Steering Council has submitted recommended updates to college procedure
- Employee survey results are being reviewed.
- There will not be Professional Conference Days in January; I'm not sure when, how or if that former model will return to the College.

Institutional Team

- Faculty Council is one of the College's HLC Institutional Teams. Membership, facilitator, minute taker, current charter and agendas/minutes are required and need to be posted to the College's website.
- **Question – has faculty council completed its updated charter?**

Ongoing Projects

- Title III – (Academic Integrity, ADA, OER, Active Learning Classrooms, Orientation & Mentoring and Teaching & Learning Institute)
 - Grade Revocation Procedure – reviewing for potential updates. With the increase in academic integrity violations, there may be occasions to utilize this procedure.
 - Maximum Credit Hours – working towards a recommendation
 - Summer College & Career Academy – Opportunity for Students (6-12 Grade)
 - Student Evaluations – reviewing current instrument, questions and method for survey. Kim Brennan is serving on this new committee.
 - Staff Appraisals/Faculty Evaluations – moving towards an automated tool to complete.
 - CCSSE Results

Faculty Council 3rd Wednesday PD Series

I sent the following email message to Chair Cox and Vice-Chair Solie on October 24th:

Mike & Peter,

The Faculty Council PD Series is a great way to get key topics in front of the College's faculty! I'm excited with the work Faculty Council is doing to provide this opportunity and I would like to suggest some enhancements to promoting the series.

I recognize each month those who choose to attend are notified about the next series date and topic; however, I don't know if this information is getting out to all faculty in an advanced manner. My experience with the promotion of events and activities has taught me there needs to be a larger window of time between the initial promotion of the upcoming event and that it also helps if the target audience has at least one-two reminders after the initial promo before the activity.

Today's session had incredibly valuable information, but unfortunately there were only a dozen folks in attendance. I'm concerned the largest majority of faculty did not know about the series session until the meeting appointment/zoom link was shared this morning. Faculty are no different than anyone else – their calendars are full and they need advanced notice to make the choice to add something to their work day.

If there is something I can do to assist, please let me know.

In visiting with Vice-Chair Solie on October 31st, he suggested the council work with Jenna Wornkey for the purpose of scheduling the 2019 FC PD Series and utilizing Jenna to promote the individual sessions. Faculty Council would identify the specific dates (full year schedule) with Jenna and she would promote the meetings while FC identified the topics and continue to facilitate the sessions. This process will allow for greater awareness of the sessions – provide a year-wide knowledge of dates for calendar purposes and enhance promotion. **Please let me know if you would like to move in this direction.**

Other Upcoming Events & Activities

- Great Bend Forum – December 6
- GB Holiday Party – December 7
- FR/FL/Grandview Holiday Party – December 14
- GVP Holiday Party – December 18
- FR/GVP Forum – January 10
- Great Bend Graduation – May 10, 2019
- □□□□□□□□ FR PTK – May 22
- □□□□□□□□ FR Graduation – May 23
 - Fort Leavenworth Graduation – June 12, 2019
 - Barton's 50th Anniversary – September 2019

5. Old Business

a. Due Outs

- 2019 – 2022 Faculty Council Strategic Plan

- Faculty Council Charter
 - b. BOL Audit Sub-committees Reports
 - Academic Integrity
 - Substantive Interaction
 - Student Authentication.
 - OER
 - c. Updated Projects List
 - Faculty Council Charter
 - Credit Hour Cap
 - d. 3rd Wednesday Schedule
 - a. 14 Nov (Teaching and Learning Institute)
 - b. 16 Jan (TBD)
 - c. 20 Feb (TBD)
 - d. 20 Mar (TBD)
 - e. 2019 – 2022 Faculty Council Strategic Plan
6. New Business
- a. Faculty Handbook
 - b. Policy Letter 2458 (Employee Training)
 - c. Due Outs
 - 2019 – 2022 Faculty Council Strategic Plan
 - Faculty Council Charter
7. Upcoming Events
- a. Holiday Socials 7 Dec, 14 Dec
 - b. Next Meeting: Jan 7, Feb 4, 4 Mar
 - c. 3rd Wednesday, 16 Jan
8. Lies, Rumors, Made Up Facts
9. Adjourn