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| AGENDA/MINUTES |
| Team Name | Deans Council Meeting Minutes |
| Date | November 7, 2017 |
| Time | 1:30-3:00p.m. |
| Location | S-139  |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| x | Brian Howe |  x | Jane Howard | x | Kurtis Teal | x | Kathy Kottas |
| x | Angie Maddy |  x | Claudia Mather |  x | Ashley Anderson | x | Mary Foley |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** Academic Integrity Procedure
	+ 2nd Reading – November President’s Staff
	+ FC Chair Cox Feedback
		- FR/FL/BOL Courses Have College Policy Quiz Including Academic Integrity Questions in Course Shells; F2F GB Classes?
		- Recommend Academic Integrity Module In All Course Shells with Quiz
			* Courses Without Shells
	+ Faculty Training Module
		- Passive Techniques (Course Design, Quizzes with Large Question Pools, Minimizing Time Allotted for Each Question, Rotating/Replacing Assignments After Each Semester, Etc.)
		- Active Techniques (Software Applications Such as Turnitin, Panapto or Biosig Style Log-In Monitor, Etc.)
* Employee Appraisals & Evaluations
	+ - FT/PT – November 10
		- Adjunct - January 12
* Strategic Planning
	+ Completed Draft Plans to Me – January 2
* Program Review
	+ Reviews Due to Me – January 29
* Revised Class Minimums – January Start
* Faculty Credential Form – Draft
* Elaine will update the form
* Be sure this completed for go to HR then you make a faculty new hire
* Course Development Fees
* Strategic Plan Updates – Thursday Before Board Meeting
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| **New Discussion Topics*** Outcomes Assessment
	+ New Approach
	+ Jo discussed dividing assessment into committees. Brian thinks that Dean council representative should be on Outcome Assessment. Ashley will remain on that committee
	+ Program Assessment
	+ Committee Service vs. Reports at Dean’s Council
* Phone Hunt Groups – Office Areas
* Elaine talked to the council about coverage for their phones. Contact IT (Orlando) to get them set up
* January Faculty Forums
	+ Academic Integrity
	+ BOL Schedule Transition
	+ Discussion will be via email
* January Professional Conference Days (Academic Integrity)
* Evaluation Kit Video – Review Process
* Holiday Planning – IT (email to Michelle, Renee and Amy)
* During the holiday breaks, if there is a tech need or crisis, write an email and include Michelle, Renee and Amy in the “to” line…then be patient. They will monitor email over break.
* Adjunct Faculty Email Addresses (security concerns)
* Michelle told Elaine a security training is forth coming
* There are many faculty that do not have Barton email addresses, Michelle plans to speak to the president on this topic
* Student Ambassador’s Chat
* 2511 Procedure – Grade & Attendance
	+ Faculty Council Input
 | Elaine |
| **Action Items*** Elaine will update the faculty credential form and review the exception form
* Ask HR to add the Faculty Credential Form completion to the faculty new hire checklist
* Invite Jo Harrington to a Deans meeting
* Elaine will write faculty council, we have been requested to look at 2511 Procedure by the Registrar, would you like to comment on the policy and she will give them a deadline.
* Claudia will share the college policy quiz with the group and return this item to the agenda for next month
* Claudia work on the definition of course development from her perspective. The council will review the material and feed Claudia information. Any faculty member that was promised payment will receive the payment, new faculty members will not be promised payment.
* There was a lot discussion about payment for online course creation compared to F2F. Claudia will bring more information on the payment for classes
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