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| **AGENDA/MINUTES** | |
| Team Name | Deans Council Meeting Minutes |
| Date | March 26, 2018 |
| Time | 1:30-3:00p.m. |
| Location | S-139 |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Jane Howard | x | Kurtis Teal | | | o | Kathy Kottas |
| x | Angie Maddy | | x | Claudia Mather | o | Ashley Anderson | | | x | Mary Foley |
| Guests | | | | | | | | | | |
| x | Jo Harrington | |  |  |  |  | | |  |  |
| x | Lindsay Holmes | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Topics**   * **Assessment**   + Program Assessment     - Four Academic Programs: Math, Dev Ed, HPER and Education     - Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management, Homeland Security     - Jo has called and email the program leads and is hearing back.     - He will meet with each area and set goals.     - Timeline goal will be set when he sees how program leads are doing   + Assessment Institute     - Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek     - WTCE: Automotive, Kim Specht     - GVP: Teresa Smith     - Fort Riley/Leavenworth: Kenneth Kolembe, Jessica Fullen     - Jo emailed all the participants and reminded them that they are involved. He will get back with them this week.     - Someone (Sarah or Denise) will set up meetings     - Elaine is going to talk to Mark about a FOAP number for assessment. This will make tracking expenses easier. * Academic Integrity/Title IX Policy Quiz (project on hold until Claudia returns)   + Current decisions: all students regardless of venue and location; information needs to be updated   + Angie is working with Student Services to identify a Banner tie-in   + Elaine attended the Athletic Academic Integrity seminar; upcoming meeting to discuss in conjunction with idea on ethics and moral article   + Discussion point: frequency of participation   + National Conferences are talking about Academic Integrity…it is a problem everywhere.   + Cheating is looked at differently in other cultures. Our thought is an American class taught in English and we will apply our culture. * Employee Appraisals & Evaluations   + - Adjunct (Spring) – May 25     - PT/FT (1st & 2nd Year Non-Tenured, 3rd Year Non-Tenured, Fourth Year Tenured and 5th Year & Beyond Tenured) – March 9th     - Staff Appraisals (WTCE to Me – May 4); Others to HR May 25     - Elaine has five more performance appraisals to read and will then move to staff appraisals.     - Reminder: If you have an employee situation going on a PIP, change of title, job description change, now is the time to do it. * Course Development/OER Fees – 3rd Draft (on hold until Claudia returns) * Dr Heilman wants OER ready for Comp I by Fall of this year * Procedure 2511 – Grade & Attendance – Sent to Julie Knoblich & Amye Schneider; waiting for release to college family and first reading at President’s Staff. * NISOD Award   + Self- Nomination Criteria – need to draft/set deadline   + An email will be coming out, two faculty can attend.   + The conference is Memorial Day weekend, faculty will need to put their name in the drawing. If a lot of faculty respond the group will have to make the decision for the two faculty that will attend. * ACCT Awards   + Faculty – Due June 18th * Finals Schedule – Evening Classes/Hybrid   + Sarah is working with Jane and Brian to update calendars   + I will update faculty once the fall ’18 semester is updated * Committee Membership List * Facility committee is not defunct * Remove Information Technology committee and add BTAC * Remove Service Enhancement committee * Add Jack Kilby Day committee * Add OER committee * Add Student Authenticity and Substantive Interaction sub committees * Certificate Completion (No H.S. Transcript/GED)   + Admissions Policy Updated (Angie)   + Shared with Dr. Heilman   + Submit Completions * Student Evaluations – Process for Review/Faculty Feedback * Adjunct Faculty Email Addresses   + President’s Staff Meeting (AM)   + Next Steps * BOL Schedule Deadlines – Updating (Claudia) * Program Budget Requests – April 1st * Get updates to Mark, WTCE complete, VP and Brian in progress | | | | | | | | | |  |
| **New Discussion Topics**   * Professional Development (PD Position) & Professional Conference Days   + Upcoming Meetings – PCD April 12th (Bring Ideas)/PD April 16th   + Bring ideas for PCD * New Faculty Orientation – Fall ‘18 * Krystall will start the process * Traditional Adjunct Faculty Meeting – Fall ‘18 * Other Adjunct Faculty Meetings – Fall ‘18   + BOL Division – Student Interaction   + CCSSE Forum   + Does CEP need their own meeting (Jane will talk to Karly) * Spring Break 2019+ * Spend more time on this topic at next meeting, invite Sarah * Textbooks – Mark Dean’s Comments – Meetings May 14 & June 18 * Student Maximum Load – Meetings May 21 & 26 * 2019 Faculty Evaluation Project – Meeting with HR May 21 * ADA Work Group – Meetings * Do we need a work group for this committee? * Dean’s Council Retreat – July 10 (Ideas) * Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little) | | | | | | | | | |  |
| **Action Items**   * Elaine will ask about launching student evaluations * Angie will check on FR/FL distinguished instructor and student awards, how are nominations handled? | | | | | | | | | |  |

**Next Meetings:**

**1:30pm April 16, 2018**

**1:30pm May 7, 2018**