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| AGENDA/**MINUTES** |
| Team Name | Deans Council Meeting Minutes |
| Date | March 6, 2018 |
| Time | 2:00-3:30p.m. |
| Location | S-139  |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| o | Brian Howe |  x | Jane Howard | x | Kurtis Teal | x | Kathy Kottas |
| o | Angie Maddy | o | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** **Assessment**
	+ CAT Subcommittee & Co-Curriculum Sub-Committee Have Members
		- CAT Subcommittee Doesn’t Want to Apply Random Process to Identify Reportable CAT
	+ Program Assessment
		- Four Academic Programs: Math, Dev Ed, HPER and Education
		- Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management, Homeland Security
	+ Assessment Institute
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Spect
		- GVP: Theresa Smith
		- Fort Riley/Leavenworth: Kenneth Kolembe, Jessica Frasco
* Academic Integrity/Title IX Policy Quiz
	+ 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
* BioSig Update
	+ Letter of non-renewal set
	+ Student Authenticity Committee – working on recommendations to fill gaps
	+ Student Authenticity Committee is demoing some proctoring services
* 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
		- Elaine will send the president an email to let him know of any situations of non-renewal. The April study session will be the first look at the tenure chart.
		- Once faculty is tenured they have an evaluation every three years.
		- Staff Appraisals

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| Year | Start Date | Due to Evaluator By No Later Than | Evaluator to HR By No Later Than | HR to Vice President and/or President By No Later Than | President to HR By No Later Than |
| 2018 | March 5 | May 7 | May 25 | June 1 | June 15 |

* Program Reviews - reviewing
* Faculty Credential Form
* Course Development/OER Fees – 3rd Draft
* Phone Hunt Groups – Office Areas Complete
* Procedure 2511 – Grade & Attendance – 2nd Draft Send to Lori Crowther, she will look at the policy.
	+ Time Log Draft
	+ Brian is using the form, Mary and Kathy have a different form they would like to continue to use.
* NISOD Award
	+ Self- Nomination Criteria
	+ Dean’s Council should come up with questions/criteria for a nomination form. Two faculty member to attend the conference.
	+ Deadline
* ACCT Awards
	+ Faculty – Due June 18th
* Finals Schedule – Evening Classes/Hybrid
	+ Brian – Hybrid Recommendation
	+ Jane – Evening Recommendation
	+ Jane looked at Monday thru Thursday, recommendation is Monday classes final on the 3rd, Tuesday on the 4th. She will send a copy of her recommendations
	+ Brian said for hybrid there is an issue, Tuesday classes will do the final before finals week actually starts.
	+ Elaine’s goal is to have the final schedule updated before faculty go home in the spring.
* Committee Membership List
* Elaine will send the document, take a look at it and maybe use it as a resource to consider putting people on committees.
* Certificate Completion (No H.S. Transcript/GED) – Headed to PTP
* CPL (Lori’s Email) – Jane Responded – Anyone Else?
* Lori, move forward
* Student Evaluations – Process for Review/Faculty Feedback
* Adjunct Faculty Email Addresses – Going to Second Reading
* Mark Dean and Michelle are in conversation
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| **New Discussion Topics*** BOL Fall Schedule – Swim Lanes
* Out-District – March 9
* Catalog – March 16
* Program Budget Requests – April 1st
* Professional Development, PD Position & Professional Conference Days Discussion
	+ New Faculty Orientation
	+ BOL Division – Student Interaction
	+ CCSSE Forum
	+ Over 500 students online and 350 on them are FT online
	+ Adjunct Faculty (CEP?)
* Textbooks – Mark Dean’s Comments – Email Sent 2/12/18
* Student Maximum Load – Eye on Summer (six week sessions)
* Evaluating Online Faculty – Differences in Training/Orientation via Course Development vs. Actual Evaluation VS Addendum
* 2019 Faculty Evaluation Project
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| **Action Items*** Think about fall adjunct faculty and new faculty meetings, professional conference days, BOL division meeting, CEP meeting – have a recommendation by the next Dean’s meeting on March 26
* Schedule a separate meeting for discussion of the same textbook for the same classes
* Elaine, have a small group to sit and talk about ADA and go back through the notes from WSU presenter
* Schedule a special meeting to talk about student maximum hour load
* Have a meeting with Mark and Julie to talk about evaluation systems (in the summer) and hope to have a new system by Fall 2019
* July 10, Dean’s Council retreat
* July 12, Executive Leadership meeting
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**Next Meeting:**

**1:30pm March 26, 2018**

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