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| **AGENDA/MINUTES** |
| Team Name | Deans Council Meeting Agenda |
| Date | April 16, 2018 |
| 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 | O | Kurtis Teal | O | Kathy Kottas |
| x | Angie Maddy | x | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
| x | Mark Bogner |  |   |  |  |  |  |
| 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 is calling meetings to set goals and timelines
	+ 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
			* Participants Notified
			* Instruction Notified
			* Begin Working on Details This Week
* Employee Appraisals & Evaluations
	+ - Adjunct (Spring) – May 25
		- Staff Appraisals (WTCE to Me – May 4); Others to HR May 25
* Course Development/OER Fees – 3rd Draft
* Procedure 2511 – Grade & Attendance – Employee Comments Discussion
* NISOD Award
	+ Request for Submissions Due April 20th
* ACCT Awards
	+ Faculty – Due June 18th
* Finals Schedule Updated – Evening Classes/Hybrid
* Updated Committee Membership List
* Certificate Completion (No H.S. Transcript/GED)
	+ Admissions Policy Updated (Angie)
* Student Evaluations – Process for Review/Faculty Feedback
* Student evaluations have the timeframe to send out eight days prior to the end of the course
* Adjunct Faculty Email Addresses – Feedback
* BOL Schedule Deadlines – Updating (Claudia)
* Professional Development
	+ Conference Days – Super Six Response
	+ Elaine and Todd will put a draft together for professional conference days. The date for Great Bend is August 8 and GVP/FL is October 8.
	+ Coordinator of Professional Development
	+ There are a few changes to the job description and will be a steering group to help with the big decisions.
	+ Mandatory training will stay in their current work groups
	+ Jane would like a weekly update on who has not completed their required training
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| **New Discussion Topics*** New Faculty Orientation – Fall ‘18
	+ New Faculty Start August 1st (New)
	+ New Faculty will begin the onboard process August 1
* Traditional Adjunct Faculty Meeting OR CEP Meeting OR No Meeting – Fall ‘18
* Jane and Karly have a fear of not having adjunct faculty meeting every year. Karly will talk to Butler, they have a great AJ meeting. Brian also feels we should have an adjunct faculty meeting. Jane ask if we can zoom it
* BOL Division Meeting – Student Interaction
* Elaine will talk to Claudia about student interation
* CCSSE Faculty Forum
* Spring Break 2019+
	+ Revised Academic Calendar
	+ Change spring break 2019 from March 18-22 to March 11-15
	+ Revised Faculty Contract Dates (To Include Spring Break and New Faculty Start Date)
* Upcoming Project Meetings
	+ Academic Integrity/Moral & Character Development Meeting – April 26
	+ 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
* Dean’s Council Retreat – July 10
* Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little)
* Cheating Draft for BOL Website
* Brandon’s draft sentence is good, maybe less words since it is going on the banner
* Distinguished Instructor Recipients
* Faculty Council
* Elaine would like to change how Dean’s Council function with Faculty Council. She would like a FC advisory board that works with her. She feels that we need more faculty voice in some discussions.
* It will require time and development of trust. Not elimination of FC (the president will not support the elimination). We are the only community college in Kansas without a union and want to keep it that way.
* The group feels that if an advisory board is created there will be a lot of people that want to be on it. Brian is worried that if they don’t go all on the advisory board that some will quit and we will kill FC.
* Elaine thinks that if they give this a chance they would learn that they are more involved and have more information and can impact in a greater way.
* HLC Conference Outcomes/Projects & Initiatives
	+ Enhanced Program Review – Materials from Session
	+ Strategic Planning Approach – Implementing This Summer
	+ New Faculty Orientation – Starting Implementation This Fall
	+ Teaching & Learning Institute
	+ Accreditation Awareness – (Criterion #3 & #4) – Instruction
* Graduations
	+ April 25 – Larned Correctional
	+ May 11 – MLT Pinning, Honors Celebration, Nursing Pinning, EMS Cording, Commencement
	+ May 24 – Fort Riley
	+ June 13 – Fort Leavenworth
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| **Action Items*** **Dean’s Council retreat June 5, 2018**
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**Next Meetings:**

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