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| **Minutes** | |
| Team Name | Instructional Council Meeting Minutes |
| Date | September 10, 2018 |
| Time | 10:00-11:30a.m. |
| Location | S-139/Zoom |

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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 | | | x | Kathy Kottas |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | | x | Mary Foley |
| Guests | | | | | | | | | | |
| x | Mark Dean | |  |  |  |  | | |  |  |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Topics**   * Strategic Planning – Mark Dean * For strategic plan quotes – be sure your people/instructors go through their supervisor and not straight to Mark or Jim Ireland * Know the difference between daily operations and strategic planning. If there is something that isn’t working get it repaired * Get quotes for one year not all three years * Computers – IT looks at the rotation but they need a request * The update of classrooms need to go on the strategic plan * Assessment   + CATS   + Co-Curricular   + 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 Specht     - Fort Riley/Leavenworth: Kenneth Kolembe * Faculty Evaluations   + - Regular, Part-Time & Full Times – due November 9       * System to Sarah by September 21     - Adjunct (Fall) – due January 11 * Examity Implementation – Timeline * Pilot will expand with Session 4 * Training will begin November/December for all participants * OER   + Draft Guidelines (sent 8/30 6:02a.m.) - feedback   + Review Process – need a system in place to review courses with OER materials (BOL team, LICC team, LICC faculty subcommittee, Regina or other source)   + Brian feels that faculty will not have time to be the review committee and ask what other universities are doing.   + Many thought perhaps Regina for copyright and support from the BOL team or OER subcommittee   + Claudia has a vision for the BOL team and this may fit   + Dr. Heilman’s Expectations: 3-year implementation, easy to complex, timeline presented to board at November retreat (13th)   + English project   + OER Webinar Series * LICC Report (Howe)   + General Education Proposal   + The vision is implementation for 19-20, with January being the earliest   + Elaine will draft a presentation timeline for General Education Proposal * Online Course Development Agreement – sent 9/4 6:14a.m.   + New/Redeveloped   + OER     - Subcommittee Feedback – sent 9/4 8:42a.m. (Little) and 8:45a.m. (Miller) * Substantive Interaction Reviews   + New Courses   + Other Courses – Timeline * FY 19 Strategic Planning Items * Program Review – working on draft for 18-19 * Academic Integrity Analyst * Draft job description submitted at Cabinet meeting * This position may be combined with an established position * Combing BOL Sections – reach out to Faculty Council | | | | | | | | | |  |
| **New Discussion Topics**   * Contract Cheating Day * Group will look at Contract Cheating Day next year * Class Revocation Procedure – Upcoming Meeting with Lori * Faculty Credential Form (Current/New Faculty Members)   + Meeting with HR * Upcoming Events   + Professional Conference Days – October 8   + Kansas State University Advisor Meeting – October 10   + USD Annual Partner Meeting – October 31   + ECF Learning Celebration – November 1   + Senior Day – November 14   + Jack Kilby Day – November 19   + Holiday Party (GB) – December 7   + Holiday Party (FR/Grandview) – December 14 * CCSSE Survey Results – Faculty Forum * Higher Education Day * Projects   + Student Maximum Credit Load – need to review data with Ashley/call follow-up meeting   + Staff Appraisals/Faculty Evaluation Automation – meeting 9/26   + Student Evaluations   + Next meeting is October 11, 2018   + Academic Calendar – New Committee * Academic Calendar Committee * ADA Committee * Enrollment Management Committee * Spring Instructional Council Meetings (Off-Site)   + February 28 (Grandview)   + April (Fort Riley)   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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meetings:**

**October 16**

**October 30**

**December 17**