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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 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 |
| 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
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| **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
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| **Action Items** |  |

**Next Meetings:**

**October 16**

**October 30**

**December 17**