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| **Minutes** | |
| Team Name | Instructional Council Meeting Minutes |
| Date | January 22, 2019 |
| Time | 1:30-3:30p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
|  | Brian Howe | |  | Jane Howard |  | Kurtis Teal | | |  | Kathy Kottas |
|  | Angie Maddy | |  | Claudia Mather |  | Ashley Anderson | | |  | Mary Foley |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Continuing Discussions**   * Assessment   + CATS – follow-up with faculty who have not completed?   + Co-Curricular   + Course Assessment   + Program Assessment     - Four Academic Programs: \*\*Math, Dev Ed, HPER, \*\*Education, Communications, Music & Humanities   \*\* = complete   * + - Four Workforce Programs: Automotive, Medical Assistant, PN, RN, Early Childhood, Computer Programming, 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     - Graduation – April 29 * BOL Division Meeting Debrief * Strategic Plan – Continued Review * Faculty Evaluations   + - Adjunct (Fall) – due January 11 (outstanding reviews)     - Regular, Part-Time & Full Time – due March 8     - Adjunct (Spring) – May 24 * Examity Update (Mather) * OER Fall Coursework Meeting (Howard, Howe, Little, Anderson, Miller, Casper and Mather) * The Fall coursework meeting will talk about the five course rollout of OER * Instructor Siebold would like to pilot her OER and she will present to the OER subcommittee * LICC Report (Howe)   + General Education - Ready to Implement by April 1, 2020   + Full Implementation for 2020-2021 Academic Year   + Concourse Syllabi Management Update * Online Course Development Agreement – Added to Strategic Plan * Substantive Interaction Process & Schedule (Mather) * Faculty Credential Form & Transcripts (Current/New Faculty Members)   + Transcripts     - Requiring All (Consistency with Request on Application)     - Forthcoming List on Missing Transcripts   + Credential Forms     - HR List – Missing (Redo); Complete by November 16th     - New Hires     - Changes in Requirements – Redo by November 16th     - Remote Colleagues – Forms Scanned & Emailed     - Sarah Maintains Copies of Recent & Current Forms     - Updated Form – Sent 1/2/19 * Complaint Database   + Student Problems & Resolutions Beginning January 1, 2017 through Current and Ongoing   + Ongoing Process   + Only send if the student submits a problem resolution form * Faculty Handbook   + Distributed via Email 1/18/19   + Website Location   + April Review – 2019-2020   + Faculty Council, Instructional Council & 2017-2018/2018-2019 New Faculty Class, Faculty Feedback * BOL Restructure – President’s Staff (1/28); FL ESO & Faculty (2/1); BOL Staff (2/1); Faculty Council (2/4) * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Board of Trustees Report – Feedback By Wednesday   + Instructional Strategic Plan (Including Program Review)   + College Planning Document * Active Classroom Grant Update (Howe) * Title III Update * Teaching and Learning has become the “center” of the grant * During the promotion of faculty and online training we need to be sure staff development doesn’t get overlooked * Angie would like to see students beginning in the Spring get the same start (onboarding) as the new students in the Fall semester | | | | | | | | | |  |
| **New Discussions**   * Noel-Levitz Committee – Members * Jo Harrington is on the committee, Dr Abel (Academics) and Kara Brauer (Nursing) were also suggested * Finals Procedure – Upcoming Meetings * Upcoming Athletics Meeting * PACE Written Comments – Sent via Email 1/10/19 * Elaine will suggest the comments are included on a President Staff agenda, the comments should be talked about * Cyber Security Training – 2/1   **Projects**   * Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load * Staff Appraisals/Faculty Evaluation Automation * Student Evaluations   **Upcoming Events**   * Junior Day – February 13 * Career Fair – February 27 * PTK – March 7 * Academic Integrity Conference – March 8-10 * WTED Employment Expo – March 20   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 Meeting:**

**February 12**