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

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
|  | Brian Howe |  | Jane Howard |  | Kurtis Teal |  | Kathy Kottas |
|  | Angie Maddy |  | Claudia Mather |  | Ashley Anderson |  | Mary Foley |
| Guests |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 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**