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| **Minutes** | |
| Team Name | Instructional Council Meeting Minutes |
| Date | January 3, 2019 |
| Time | 2:15-4:15p.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 | Jo Harrington | |  |  |  |  | | |  |  |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Continuing Discussions**   * Assessment   + CATS   + 76% have submitted their CATS (same number as last fall), there are 65 faculty that 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 * Topics: OER, academic integrity, substantive interaction, student authenticity, professional development, vidgrid * Strategic Planning – Reviewing Submissions/Questions/Follow-up * The strategic planning report will go to Mark Dean the week of January 7th * Faculty Evaluations   + - Adjunct (Fall) – due January 11     - Regular, Part-Time & Full Time – due March 8     - Adjunct (Spring) – May 24 * Examity/VidGrid Implementation/Guidelines Sent Via Email 1/2/19 10:31a.m.   + ~~Initiate survey or request info on who will want to copy over content to VidGrid from Panopto (repeat monthly for 2-3 months) Early September~~– Complete   + ~~Pilot Examity and proctoring policy(ies) – September to November 2018~~– Complete   + ~~Train Instructors to use VidGrid – Mid-Late September 2018~~– Complete   + ~~Repeat Panopto content request – Early October 2018~~ – Complete   + ~~Repeat Panopto content request – Late October 2018~~– Complete   + ~~Transfer Panopto Content to VidGrid – December 2018~~ – Complete   + ~~Develop Student Identification and Proctoring Policy based on pilot feedback~~ – Complete and attached   + ~~Develop Training based on new Policy~~ – Complete     - Made into a canvas course available through 102 [(Link)](https://bartonline.instructure.com/courses/1873/modules#module_27804)   + ~~Train appropriate instructors and supervisors~~ – Complete Dec 12th and 13th [(Link)](https://app.vidgrid.com/view/2Uj0wDbHF1Ec)     - More training to come this Spring: January 3rd Wednesday Faculty Council and additional training before session 3 or 4 start. * Examity Usage – Email Sent 1/2/19 1:12p.m. * OER   + Three Year Plan – Approved   + English Update (Howe) * 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 – Draft Sent 1/2/19 10:52a.m. * Substantive Interaction Process & Schedule – Email Sent 1/2/19 1:17p.m. * 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   + Send Previous Data to Sarah By December 3rd   + Ongoing Process * Faculty Handbook   + Faculty Council Submitted Feedback   + Faculty council was informed what content from their suggestions was used. The handbook will be online only and reviewed in April 2019   + Jenna Has Updated; Reviewed with Me   + Does IC Want to See Again?   + Class of 17-18/18-19 Review? * BOL Restructure – Handouts Sent 1/2/19; 8:57p.m. * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Board of Trustees Report   + Instructional Strategic Plan (Including Program Review)   + College Planning (handout emailed 12/10/18) * Active Classroom Grant Update (Howe) * There is a meeting scheduled with grant writer Cathie Oshiro * Title III * Instructional Council Strategies & Goals (Review) | | | | | | | | | |  |
| **New Discussions**   * Higher Education Day – Big Changes! * The state has been divided into regions and each region will have a table * Field Trip Form – handout sent 1/3/19; 3:46p.m. * KCIA (Miller) Project – Leadership Strengths * NISOD International Conference – IC Sponsor?/Register by April 12 * Jenna is researching Barton sponsoring a NISOD conference * CCSSE Update   + Meeting with Dean Perkins   + Review Data * Finals Procedure – handouts sent 12/28/18; 11:34a.m. * Meeting in the future with a committee * BOL Scheduling Data (Mather)   **Projects**   * Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load * Staff Appraisals/Faculty Evaluation Automation * Student Evaluations   **Upcoming Events**   * FR Forum – January 10 * NISOD (Garden City) Conference – January 12 * Higher Education Day – January 17 * Junior Day – February 13 * Career Fair – February 27 * PTK – March 7 * Academic Integrity Conference – March 8-10   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:**

**January 22**