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| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | October 16, 2018 |
| Time | 3:00-4:30p.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 | Jo Harrington |  |   |  |  |  |  |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** Assessment
	+ CATS
	+ Feedback from the CATS system has been positive and high school instructors are also submitting them
	+ The question was ask if the system could generate an email when CATS are submitted? Jo will look into this
	+ 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
		- Additional Program Assessment Areas
			* Brian – three additional
			* Communications, Music and Humanities
			* Jane – one additional
			* Computer Programming and Online
			* Mary – one additional
			* Early Childhood
			* Kathy – one additional
			* RN
	+ Assessment Institute
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Specht
		- Fort Riley/Leavenworth: Kenneth Kolembe
		- Institute Proposal (Emailed Sent 10/15)
		- One concern is for an individual serving on several other committees, the supervisor would like the opportunity to take them off of a committee if need be
* Strategic Planning
	+ Any requests for new and/or enhanced program budgets must match what you submit to Mark in the winter for program budgeting. I would encourage you submit narrative to document you also requested the program budget funds through strategic planning.
	+ Facility & Technology requests need to be vetted through Mark and Michelle, respectively; individual team members should not reach out to them without your awareness of the planning project.
	+ Remember as you put together a strategic plan – do not include daily operations that should be immediately addressed.
	+ Quotes are only needed for FY 20
	+ All sections of the spreadsheets must be complete including quotes and submitted to me by December 1st deadline. Remember it will take time to get quotes so incorporate that timeframe in your planning in order to meet the deadline.
* Faculty Evaluations
	+ - Regular, Part-Time & Full Times – due November 9
			* System to Sarah by September 21
		- Adjunct (Fall) – due January 11
* Examity/VidGrid Implementation – Timeline

Marked completed by you* ~~Announce Examity will be replacing Panopto for Proctoring – Early July 2018~~
* ~~Install Examity in LMS and receive Train the Trainer training – Mid August2018~~
* ~~Request or assign Examity pilot group – Mid August 2018~~
* ~~Train Pilot Group – Late August-Early September 2018~~

Completed or ongoing since your last update* Initiate survey or request info on who will want to copy over content to VidGridfrom Panopto (repeat monthly for 2-3 months) Early September  Ongoing
* Pilot Examity and proctoring policy(ies) – September to November 2018 Ongoing
* Train Instructors to use VidGrid – Mid-Late September 2018 Complete

Upcoming* Repeat Panopto content request – Early October 2018 – Going out this week
* Repeat Panopto content request – Late October 2018
* Transfer Panopto Content to VidGrid – Early November 2018
* Develop Student Identification and Proctoring Policy based on pilot feedback – Early November 2018
* Develop Training based on new Policy – Mid November 2018
* Train appropriate instructors and supervisors Examity – Late November Early December 2018
* OER
	+ Draft Three Year Plan (Emailed 10/15)
		- November Retreat
	+ Review Process
	+ Under assessment have a line item asking for student satisfaction
	+ English project
	+ Brian will research
	+ OER Webinar Series
* Academic Integrity Analyst/OER Coordination
* Possible position title Quality Assurance or Instructional Support
* Goal is to have a position proposal by Christmas break
* Academic Integrity
	+ Webcast Discussion
	+ Definitions & Expectations
	+ International Conference
	+ Early bird registration is November 9, 2018
* LICC Report (Howe)
	+ General Education Proposal (Emailed 10/15)
	+ If Approved (November Board Meeting), Ready to Implement by April 1, 2020
		- Full Implementation for 2020-2021 Academic Year
* Online Course Development Agreement – On Hold; OER Consideration
* Substantive Interaction Reviews
	+ New Courses (Ongoing)
	+ Other Courses – Timeline (Mather)
	+ Timeline - approximately one year. BOL will present a draft to Instructional Council before taking to instructors. BOL would like to see it look like an interview
* Program Review – Two Year Process
* Year one similar to current process, with year two having a modified template (fiscal and goals in year two)
* Combing BOL Sections – Message Sent to Faculty (Last Week)
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| **New Discussion Topics*** Class Revocation Procedure – Meeting with Lori And Angie
* Faculty Credential Form (Current/New Faculty Members)
	+ Meeting with HR
		- Transcripts (All or One with Final Degree)
		- Nursing needs the initial degree and the final degree for their board
		- Military Academic Service rarely looks at Bachelor’s degree but at the Master’s degree
		- HR Reviewing Files – Entering Information into Database
		- We’ll Have Faculty to Complete (Credential Forms & Transcripts)
* Upcoming Events
	+ USD Annual Partner Meeting – October 31
	+ ECF Learning Celebration – November 1
	+ Senior Day – November 14
	+ Jack Kilby Day – November 19
	+ LCMHF Open House – November 29
	+ Holiday Party (GB) – December 7
	+ Holiday Party (FR/Grandview) – December 14
* CCSSE Survey Results – Received at Cabinet Meeting (10/15)
* Will be reviewed with the Board
* Projects
	+ Student Maximum Credit Load – picking this back up – meeting forthcoming
	+ Staff Appraisals/Faculty Evaluation Automation – nearing decision
	+ Student Evaluations
		- Faculty Representatives
		- Student Feedback
		- Faculty Feedback
	+ Academic Calendar – Calendars Through Summer 2022 Going to President’s Staff October 22
	+ ADA Committee – WSU PD; Briefing Meeting in December; New Year Project
	+ Faculty Handbook
	+ The handbook will be reviewed every March or April and will be ready for the new Fall classes
	+ Faculty handbook has to go to Instructional Council and Faculty Council
	+ Complaint Database
	+ HLC requires; student name, summary, what were our actions
* EEQ Cert
* Enrollment Management Committee
* Title III (Academics)
	+ Professional Development
		- Teaching & Learning Institute – Discussed with Faculty Council 10/15
		- OER
		- Academic Integrity
		- Alternative Learning Classrooms
		- Orientation
		- Mentoring

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*** Jo, add Carol Murphy on the CAT email distribution list
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**Next Meetings:**

**October 30**

**December 17**