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| **Minutes** |
| Team Name | Instructional Council Meeting Minutes |
| Date | October 30, 2018 |
| Time | 2:00-4:00p.m. |
| Location | S-137/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 | Kara Brauer | x | Kim Brennan | x | Kristen Hathcock | x | Karly Little |
| x | Terri Mebane |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Follow-up Topics*** NISOD Virtual Conference – Debriefing (Guests)
* The attendees reported on the conference, they all had great take aways and call the virtual conference worth their time
* Assessment
	+ CATS – make sure all faculty are aware of new process
	+ Co-Curricular
	+ Program Assessment
		- Four Academic Programs: Math, Dev Ed, HPER, Education, Communications, Music & Humanities
		- 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
* 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
		- Adjunct (Fall) – due January 11
* Examity/VidGrid Implementation – Timeline (sent email 10/29)
* There will be a quality check feedback form for Examity
* OER
	+ Draft Three Year Plan
		- Workgroup Feedback – One Member
		- I’m Reviewing and Preparing for Dr. Heilman and the November Board Retreat
* Academic Integrity International Conference
* There will be a decision soon on who will attend the conference
* LICC Report (Howe)
* There is a sub team for onboarding new membership
	+ General Education Proposal (Board Meeting – November 27)
		- 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) – emailed 10/29
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| **New Discussion Topics*** 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
* Spring Bulletin – Scheduling Challenges
	+ PTP Agenda Item – Communicating Updates
	+ The best way to communicate errors is an email
* BOL Restructure – Handouts Sent 10/29 (PM)
* Reviewed job description
* This could lead to seeing F2F classes and online classes the same
* BOL could help all programs integrate technology into the classrooms
* Incorporate professional development into BOL
* Claudia will continue to look at the restructure
* Professional Attire
* The college does not have a policy
* Projects
	+ Student Maximum Credit Load – looking for other institution’s procedures for a model
	+ Student Maximum Credit Load draft on the way
	+ Staff Appraisals/Faculty Evaluation Automation
	+ Student Evaluations
		- Faculty Representatives – Kim Brennan
		- Bill Forst, Mark Bogner
		- Student Feedback
		- Faculty Feedback
	+ Academic Calendar
		- Waiting on Finals Schedule (21-22) from Jane
		- Will Advance to PR to Post on Website
		- Plan to Send Email Noting Spring Break & 4th of July
	+ Faculty Handbook – feedback due October 31st; heading to Faculty Council next week
	+ Complaint Database
		- Student Problems & Resolutions Beginning January 1, 2017 through Current and Ongoing
		- Send Previous Data to Sarah By December 3rd
		- Ongoing Process
* EEQ Cert (handout previously sent)
* Upcoming Events
	+ USD Annual Partner Meeting – October 31
	+ ECF Learning Celebration – November 1
	+ Prairie Ink Reception – November 2
	+ 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

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:**

**November 26**

**December 17**