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| **Agenda/Minutes** | |
| Team Name | Instructional Council Meeting |
| March | March 26, 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 | |
| o | Ashley Anderson | | x | Mary Foley | x | Jane Howard | | | x | Brian Howe |
| x | Kathy Kottas | | x | Angie Maddy | x | Claudia Mather | | | o | Kurt Teal |
| Guests | | | | | | | | | | |
| x | Jo Harrington | | x | Todd Mobray | x | Karly Little | | | x | Zach Bauman |
| x | Lee Miller | | x | Lindsay Holmes | x | Abby Kujath | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Guest Discussions**   * Assessment Update (Jo Harrington)   + Classroom (CAT) – New Members from Assessment Institute; Jane Has Individuals Who Would Serve: Kim Brennan, Melissa Stevens and Deanna Heier   + Course Assessment – New Committee   + Kurt Konda, Chair   + 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     - Next Programs for Fall 2019     - Think about programs for Fall assessment   + Assessment Institute     - April 29th Graduation; 3:00p.m.     - Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek     - WTCE: Automotive, Kim Specht     - Fort Riley/Leavenworth: Kenneth Kolembe     - Next Year’s Class – Jane’s Recommendation: Karly Little     - Give a thought to faculty that have been here more than three years   + Assessment Support (LICC, Center, Other)   + Assessment, Course Design & Integrity * Canvas Usage (Todd Mobray) * Todd will come to campus as needed to teach people how to use Canvas * OER Faculty Meetings (April 2 & 3); English OER Faculty Meeting; Moving Beyond English (Lee Miller/Karly Little) * Send the meeting agenda ahead of time * Guidebook distribution is in the planning stages * Be sure English faculty are invited to an OER meeting * Brand classes as OER, it may increase enrollment * Consider another meeting in May   **Continuing Discussions**   * Strategic Plan * Faculty Evaluations   + - Adjunct (Spring) – May 24 * Center for Academic Innovation & Excellence   + Next Steps   + Start promoting Center at the OER meetings on April 2 & 3 * LICC Report (Howe)   + General Education - Ready to Implement by April 1, 2020   + Full Implementation for 2020-2021 Academic Year   + Concourse Syllabi Management Update     - Question – Will Concourse Assist with Accessibility?     - Concourse is ADA compliant   + Curriculum Guides   + Notification of Syllabi Development and/or Revisions Across the Instructional System   + Assessment * Substantive Interaction Schedule Update (Mather) * Examity Update (Mather) * Michelle’s department will budget for Respondus * Faculty Credential Form & Transcripts * Look at the faculty credential spreadsheet when you need to hire faculty * Have credentials to Elaine before you interview * Credential Spreadsheet   + Kurt’s Updates   + Leadership Course Email   + Other Updates * Faculty Handbook   + April Review – 2019-2020     - Faculty Council, Instructional Council & 2017-2018/2018-2019 New Faculty Class * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Final Report – Due May 1st * Active Classroom Update (Howe) * The goal is to ready for Fall 2019 * Title III Update | | | | | | | | | |  |
| **New Discussions**   * Esther Lahargoue * Looking for ways to grow online out of state enrollment * Power BI/Dashboards – Meeting Scheduled * Scholarships/Fees * Title IX Training – Due March 3/15; outstanding completions; email sent 3/22 * Cyber Security Training - due April 19 * NISOD Conference – May 25-28; Super Early Bird by 4/12 ($585/per person)   + Kristen Steele   + Peter Solie   **Projects**   * Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load * Staff Appraisals/Faculty Evaluation Automation * Student Evaluations * Military Articluation * OER * Professional Development * Academic Integrity * ADA   **Upcoming Events**   * Larned Learning Celebration – April 25 * Leadership Institute Graduation – April 26 * Assessment Institute Graduation – April 29 * Vortex Day – May 1 * Great Bend Graduation – May 10 * FR PTK – May 22 * FR Graduation – May 23 * KACCT Quarterly Meeting – June 7-8 (GB) * Fort Leavenworth Graduation – June 12 * Foundation Auction – August 24   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: April 16**