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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 XAbsent 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
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| **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
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| **Action Items** |  |

**Next Meeting: April 16**