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| **Agenda/Minutes** | |
| Team Name | Instructional Council Meeting |
| Date | March 5, 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 | |
| x | Ashley Anderson | | o | Mary Foley | x | Jane Howard | | | x | Brian Howe |
| x | Kathy Kottas | | x | Angie Maddy | x | Claudia Mather | | | x | Kurt Teal |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Continuing Discussions**   * Assessment   + Co-Curricular – Kathy Boeger Facilitator (Fall)   + Course Assessment   + CAT subcommittee needs a member   + 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   + Institute needs members for next year.   + Consider seasoned faculty as well as new faculty     - Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek     - WTCE: Automotive, Kim Specht     - Fort Riley/Leavenworth: Kenneth Kolembe     - Graduation – April 29 * Strategic Plan * Faculty Evaluations   + - Regular, Part-Time & Full Time – due March 8     - Adjunct (Spring) – May 24 * Center for Academic Innovation & Excellence * LICC Report (Howe)   + General Education - Ready to Implement by April 1, 2020   + Full Implementation for 2020-2021 Academic Year   + Concourse Syllabi Management Update   + Curriculum Guides   + Notification of Syllabi Development and/or Revisions Across the Instructional System   + Assessment   + As courses come through LICC is there something that triggers assessment or should the Center do that? * Substantive Interaction Process & Schedule (Mather) * Examity (Mather)   + Challenges/Faculty Training   + 40 people attended the two examity meetings   + We need at least a year to determine if there is enough money * Faculty Credential Form & Transcripts   + Credential Spreadsheet * Faculty Handbook   + April Review – 2019-2020     - Faculty Council, Instructional Council & 2017-2018/2018-2019 New Faculty Class, Faculty Feedback * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Final Report – Due May 1st * Active Classroom Grant Update (Howe) * C-150 will be sponsored as an active classroom * Title III Update * Claudia had a meeting with Cathie Oshiro, looked at job descriptions, research how other Centers are measuring their five year plan * Job descriptions will continue to be reviewed. | | | | | | | | | |  |
| **New Discussions**   * Esther Lahargoue * Esther will join the meeting March 14 at Fort Riley. * She analyzes and develops training for companies * Power BI/Dashboards * There will be a meeting with Charles to preview Power BI * Scholarships/Fees * Online Course Development (Resident & OER) * Claudia, Kurt, Ashley thing that there should be the same standards for resident instructors * FR has only adjuncts teach for them and they teach residential and must develop courses * Brian is good with payment for online but not resident * Jane thinks FT teachers know they have to build courses as part of their contract * OER Three Year Plan – Kick Off from OER Workgroup Meeting   + English Pilot   + Host two faculty meetings   + Construct agenda, give background and set up polling during the meetings   + Host an “English” (possibly ten faculty) meeting for OER * Title IX Training – Due March 3/15 * Cyber Security Training * NISOD Conference – May 25-28; Super Early Bird by 4/12 ($585/per person) * Elaine will send an email to see if anyone wants to apply for the conference * Next Meeting: Todd Visiting about Orientation Idea & Canvas Usage * By next meeting have a list of instructors not using canvas   **Projects**   * Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load * Staff Appraisals/Faculty Evaluation Automation * Student Evaluations * Military Agreements * OER * Professional Development * Academic Integrity * ADA   **Upcoming Events**   * PTK – March 7 * Academic Integrity Conference – March 8-10 * WTED Employment Expo – March 20 * Larned Learning Celebration – April 25 * Leadership Institute Graduation – April 26 * Assessment Institute Graduation – April 29 * 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   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: March 26th**