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

**Next Meeting: March 26th**