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| **Agenda/Minutes** | |
| Team Name | Instructional Council Minutes |
| March | April 16, 2019 |
| Time | 10:30a.m.-12:00p.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 | | | x | Kurt Teal |
| Guests | | | | | | | | | | |
| x | Todd Mobray | | x | Abby Kujath |  |  | | |  |  |
|  |  | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Guest: Todd Mobray**   * Canvas Usage – Requests for Support * Canvas is a great place to keep notes * Course Orientation * Todd would like to see instructors have a course shell and call it their orientation shell * The student could visit the shell as a visitor, not logged in as a student * Shell could be set up by instructor or by course * Could be for online and/or F2F * Students could find out about the course through a welcome letter or class confirmation * Instructors can share ideas between each other   **Assessment Update**   * + Classroom (CAT)   + Course Assessment   + 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**     - Ends 2 added a section on program assessment   + Institutional Assessment     - Fundamental Outcomes     - General Education Outcomes   + 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 Recommendations: Karly Little, ??**   + Assessment Support (LICC, Center, Other)   **Continuing Discussions**   * OER   + Project 5!   + English – GB Campus   + Brian and Lee will be meeting with the English faculty   + Review Process   + Guidebook   + Other Disciplines & Programs   + Additional Meetings * Strategic Plan * Faculty Evaluations   + - Adjunct (Spring) – May 24 * Staff Appraisals   + WTCE to Elaine By May 16th   + All Others to HR By May 27th * Center for Academic Innovation & Excellence   + Advisory Council   + Launch the advisory council in August to include new faculty   + Buy-In Campaigns   + Put a representative of the Center on division meeting agendas   + Look at Cougar Tales for August 2019, identify 45 minutes on different topics (The Center, Inclusion and Diversity, OER)   + Five Year Plan * 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   + Syllabi Revisions – Identified Through General Education Course Category Project * Substantive Interaction Update (Mather) * Charles will research data coming from Canvas to prove interaction instead of searching through the class * Examity/Respondus Monitor Update (Mather) * Faculty Credential Form & Transcripts   + Faculty Credential Spreadsheet     - Keeping It Updated     - Leadership Course Discussion     - Can the spreadsheet be in course order?     - Elaine will build update information into the process     - Credentials for staff positions (MLT Coordinator)?   + Credential Form – Per Interview Review   + Don’t Fill in Exception Section Unless You Need an Exception   + Working with HR/Reviewing Forms   + Transcript Project * Faculty Handbook   + April Review – 2019-2020     - Due April 26th     - Additional Resources From Web Sent Friday 4/12 * Program Reviews   + Summaries/Updates at Individual Meetings (Monthly)   + Final Report – Due June 6th * Active Classroom Update (Howe) * There will be a representative coming to campus to show instructors how to use the room * Title III Update | | | | | | | | | |  |
| **Training Deadline**   * Cyber Security Training - due April 19   **New Discussion**   * Teaching Load – Maximum Credit Hours   + Automated Process   + Faculty must make their load before they get overload   + They must meet their contract no matter how many students are in the class   + Looking at an automated system that will tells Deans and Executive Directors where they are at when scheduling faculty   **Projects**   * Power BI/Dashboards – Upcoming Meeting * 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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: April 30**