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| **Agenda/Minutes** |
| Team Name | Instructional Council Minutes |
| March  | June 3, 2019 |
| Time | 1:15-3:15p.m. |
| Location | S-139/Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
| x | 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 | Lee Miller |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Guest: Lee Miller*** OER
	+ Project 5!
	+ English – GB Campus
	+ Review Process
	+ Guidebook - Sent
	+ Other Faculty
	+ Additional Faculty Meetings
	+ Statewide Committee
	+ Point of Time for OER Instead of No Textbook
	+ Other

**Assessment Update*** Classroom (CAT)
* Course Assessment
* Program Assessment
	+ **2018-2019:** Math, Dev Ed, HPER, Education, Communications, Music & Humanities, Automotive, Medical Assistant, PN, RN, Early Childhood, Computer Programming, Emergency Management & Homeland Security
	+ **Fall 2019**: Adult Healthcare, Welding, Transfer Business, Life Science, Fine Arts, English & Hazardous Materials
* Institutional Assessment
	+ Fundamental Outcomes
	+ General Education Outcomes
* Assessment Institute
	+ 2018-2019 Graduates: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger, Kim Specht, Ken Kolembe and Danika Bielek
	+ **2019-2020 Class:** Maggie Tracy, Claudia Mather, Sarah Hoff, Jennifer Dessert, Kim Bradney, Scott McDonald, ~~Scott Arthur,~~ Oleg Ravitskiy, HPER Person and ??
		- Jo needs a course shell for the Assessment Institute
* Assessment Support (LICC, Center, Other)

**Continuing Discussions*** Strategic Plan
* Faculty Evaluations
	+ - Adjunct (Spring) – May 24
* Staff Appraisals
* Center for Academic Innovation & Excellence
* Advisory Council
* Claudia has about 25 names for the advisory council, she may have to narrow it down
	+ Buy-In Campaigns
		- WTCE Division
		- Academics Department Chairs
		- Military Schools
		- Other Groups
		- Fall “Cougar Tales
	+ Five Year Plan, Center Goals & Strategic Plan
	+ What is excellence in teaching and learning?
		- Being ahead of the rest of the pack, chasing new ideas
		- Being the best, attitude of being the best teacher, the best program. Assessment is very important and assessing what our students are learning or not learning and making adjustments
		- We are the best and we are innovative. Looking at what has really worked, giving instruction and everyone good tools to be the best
		- The Center also means that we are at our best trying to stay ahead as to what is working for the student, can they learn and are they learning well. That we are current.
		- Seeing faculty staying relevant in their field of expertise
			* Faculty feedback (10) – plan to share with all faculty
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ Concourse Syllabi Management Update
	+ Brian will get with the concourse representative to schedule a meeting
	+ Curriculum Guides
	+ Syllabi Revisions – Identified Through General Education Course Category Project
* Substantive Interaction Update (Mather)
* Todd will send out the survey for interview questions to group one
* Integrity Tools
	+ Claudia has sent a list of users to the president
	+ Examity Usage (Mather)
	+ Respondus Monitor Usage & Update (Mather)
	+ Turn-It-In Usage (Leaders/Todd)
	+ Documentation/Guidelines & Standards for Integrity Tool Usage - Draft
* Faculty Credential Form & Transcripts
	+ Faculty Credential Spreadsheet
		- Sarah is Working on a Format Revision
	+ Credential Form – Sign Prior to Interview
	+ Don’t Fill in Exception Section Unless You Need an Exception
	+ Reached out to HR for Updated Spreadsheet (Forms/Transcripts/Credentials)
* Program Reviews
	+ Final Report – Due September 20 (Need to Watch for 2018-2019 Fiscal Reviews to Included Financial Comparisons) – Template Sent
	+ Plans for Continued Reviews (Retreat)
* Active Classroom Update (Howe)
	+ Open House
* Title III Update
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| **New Discussions*** Instructional Council Retreat – June 27th (GVP)
	+ Review Goals/Update Goals
	+ Program Review
* Changing the Name BOL – PR Request
* There was not decision made on the name change
* BOL enrollment has been down but session 2 is up a little
* Integrity tools are changing BOL
* Esther (from EduKan) has been hired to help with the marketing of BOL
* Director for Student Academic Development
* Stephanie Joiner will fill the position, her office will remain in the Classroom building
* The first year will be to perfect processes
* Currently a ten month position
* WTCE Dean Update
* Three candidates, pre-interview conference calls
* IC Guests (Todd, Erin & Lee Starts in July – Every Other; Jo Starts in August – Every Other)
* IC Guest – Stephanie Joiner – August 12
* IC Guest – Regina Casper – July 9
* Will share a resource on information literacy

**Projects*** 50th Anniversary Partnership Event
	+ KDOC (central and wardens), CNH, KU, Clara Barton, LSH, NexTech, USD’s, DPTMS representatives, ESO representatives, FHSU, KSU, Central Plains Prairie League
* Power BI/Dashboards – Upcoming Meeting
* Procedures: Academic Integrity, Grade Revocation, Finals & Student Maximum Credit Load
* Staff Appraisals/Faculty Evaluation Automation
* Student Evaluations
* Military Articulation
* Teaching & Learning Institution with Faculty Council
* Faculty Load
* Noel Levitz
* Academic Integrity
* ADA
* Course Orientation (Todd’s Idea)

**Upcoming Events*** KACCT Quarterly Meeting – June 7-8 (GB)
* Fort Leavenworth Graduation – June 12
* Foundation Auction – August 24
* 50th Anniversary Celebration – September 21
* ECF Learning Celebration – November 21
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| **Action Items** |  |

**Next Meeting: Retreat June 27**