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| **Agenda/Minutes** |
| Team Name | Instructional Council Minutes |
| March  | July 24, 2019 |
| Time | 8:30-10:30a.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 | Todd Mobray |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Guest: Todd Mobray*** Rubric for Academic Integrity Tool Usage
* Substantive Interaction Review Process
* Moving forward, Todd would like to share and discuss the data with the instructor and will care of interaction as far as professional development
* Also share data with the supervisor and if there are other problems share with the supervisor
* Course Orientation
* BOL Division Meeting

**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, Oleg Ravitskiy and Heather Panning
* Assessment Support (LICC, Center, Other)

**Continuing Discussions*** Information Literacy Decision
* The group agrees that if the Credo is purchased it needs to be used.
* Elaine will talk to Regina to work up a plan for
* Strategic Plan
* Elaine will send an email on amounts awarded
* Faculty Evaluations
	+ Adjunct (Summer) – August 30
* Center for Academic Innovation & Excellence
	+ Advisory Council
	+ Welcome Letters
		- Updated Syllabus – Discussion From Last Meeting
		- Be sure to put book information in the welcome letter
		- Be sure all important information in the covered
		- Make sure all the links in the letter are updated
	+ OER
		- Review Process
			* Dear Colleague Letter, New Faculty & Current Faculty
			* Add Lee’s name in the letter
			* Simplify the documents
		- Pedagogy Approach
		- Brown Bag Lunches/Retreat
		- Icons
		- OER Workgroup Discussion (Three Categories)
	+ Substantive Interaction
	+ VP/Center Retreat
	+ Other
* LICC Report (Howe)
	+ General Education - Ready to Implement by April 1, 2020
	+ Full Implementation for 2020-2021 Academic Year
	+ General Education Templates
	+ Project Starts August 1
	+ Concourse Syllabi Management Update
	+ Syllabi Revisions – Identified Through General Education Course Category Project
* Faculty Credential Form & Transcripts
	+ Faculty Credential Spreadsheet
	+ HR sent an updated spreadsheet: X=missing information, blank=faculty OK
	+ Credential Form – Sign Prior to Interview
	+ Don’t Fill in Exception Section Unless You Need an Exception
	+ HR Spreadsheet (Forms/Transcripts/Credentials)
* Program Reviews

2017-2018 Follow-up Report* + Instructional Review Schedule (2019-2021 and 2020-2022)
	+ 2019-2020 Program Review Template
	+ August 19 – Meeting with Data Folks
* Active Classroom Update (Howe)
* Open house September 19, 2019
* Title III Update
* Will know the result of the grant application in October
* Updated 2018-2021 Strategic Goals & Activities
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| **New Discussions*** HLC Student Success Academy (Maddy)
* This is a three year process, there will be webinars to attend
* Ellucian Cloud – Banner will be down from Wednesday, March 18th at 5:00p.m. through Saturday, March 21st. Plans are to return to full functioning operations on Sunday, March 22nd.
* There will need to be communication to faculty and staff about the college going “dark” for a week
* Early Grading/Early Alerting (Maddy)
* There is a group working on retention projects, early grades are considered best practice for first year students for student success.
* Best practice says feedback to students within the first week of classes
* There will be more discussion on this topic

**Projects*** Bartonline Scheduling – Target Summer 2020
* Faculty Work Load
* Faculty Evaluation/Staff Appraisal – Automated Approach
* New Programming
* Program Review
* OER – Project 5! Plus Three Year Plan
* Center for Academic Innovation & Excellence
* Teaching & Learning Events/Activities
* Military Articulation Enhancements/Expansions
* ADA Compliance
* Student Interaction
* General Education Implementation
* eSports
* Student Evaluations
* Noel Levitz Implementation
* Concourse Implementation
* Statewide Articulations
* 2+2 Agreements – Management, Promotion & Usage
* HLC Student Success Academy
* Title III – if approved
* Faculty Position Descriptions
* Policy/Procedure Developments/Reviews
	+ Finals
	+ Maximum Student Enrollment
	+ 1105/2100 Inclement Weather
	+ 1500/2500 Academic Assessment & Placement
	+ 1150/2140 Camps/Leagues
	+ 1476/2466 Adjunct Faculty Compensation
	+ 1503/2503 Academic Clemency
	+ 1520/2520 Academic Freedom
	+ 1501/2501/2502 Academic Integrity
	+ 1516 Alternative Delivery Methods
	+ 1515/2515 Arranged and Late Starting Classes
	+ 1535/2535 Children in the Classroom
	+ 1504/2525 College to University Articulation Agreements
	+ 1530/2530 Course Attendance
	+ 1504/2525 Course/Program Development & Management
	+ 1502/2540 Credit Hour Allocation
	+ 1505/2506 Degree Revocation
	+ 1517/2517 Directed Independent Study Enrollees
	+ 1510/2510 Examinations
	+ 1451/2465 Faculty Employment Qualifications
	+ 1465/2481 Faculty Evaluation Process
	+ 1511/2511 Grade & Attendance Reporting
	+ 1505/2505/2506 Grade and Degree Revocation
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ 1463/2470 Intellectual Property
	+ 1510/2510 Proctored Examinations
	+ 1410/2426 Sabbatical Leave
	+ 1420/2435 Barton Distinguished Instructor Awards
	+ 1517/2517 Directed Independent Study

Ideas to Maintain* Course Orientation (Todd’s Idea)
* Canvas Usage (Todd)

**Upcoming Events*** Foundation Auction – August 24
* Strategic Financial Planning (FY 21-23) Initiates – September 3
* Program Review 2017-2018 Follow-up Report Due – September 13
* 50th Anniversary Celebration – September 28
* 2019-2020 Program Reviews Commence – October 1, 2019
* ECF Learning Celebration – November 21
* Strategic Financial Plans Submitted to Vice-President of Instruction – January 17, 2020
* FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
* 50th Anniversary Partnership Event (March)
* 2019-2020 Program Reviews Due – April 1, 2020
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| **Action Items** |  |
| **Strategic Goals**Drive Student Success1. Advance student entry, reentry, retention and completion strategies.2. Commit to excellence in teaching and learning.Cultivate Community Engagement3. Expand partnerships across the institution.4. Reinforce public recognition of Barton Community College.5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.Emphasize Institutional Effectiveness6. Develop, enhance, and align business processes.7. Manifest an environment that supports the mission of the college. Optimize Employee Experience8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.9. Develop, enhance, and align business human resource processes. |  |

**Next Meeting:**

**IC Meeting – August 28**