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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Tuesday, January 7, 2020 |
| Time | 1:15-2:45p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Discussions**   * Ellucian Cloud Project   + Michelle’s Message   + Elaine’s Message   + Karey Marshall’s Feedback   + Other Discussion Points   + Angie will put together a draft with the Student Services letter   + Concern that Session 3 is during the down time, Session 3 will end on March 25 instead of March 22   + Claudia will let faculty know of the three day extension * Finals Procedure – Sent to HR/Haven’t Seen Release Yet * Inclement Weather Procedure – Sent to HR/Request for Feedback * LICC Report (Howe)   + General Education   + Concourse   + Pilot with about eight faculty (some have shells and some don’t) * Faculty Credential Form & Transcripts   + HR Faculty Credential Spreadsheet     - X=missing information, blank=faculty OK   + Credential Form – Sign Prior to Interview   + Don’t Fill in Exception Section Unless You Need an Exception   + Updated Form Forthcoming – Please Review & Address * Strategic Planning   + All Plans Received   + Meeting with VP Dean/CIO Kaiser This Week   + Review Dean’s Council Strategic Goals * Faculty Evaluations   + Adjunct (Fall) – January 10   + Full-Time – March 6 (No Pad)   + Agile Discussion (Faculty/Staff) * Student Success Academy   + Update   + Faculty Representative (Heier) * Ally Pilot (ADA Project)   + Center Training   + The pilot was supposed to start January 6, 2020, Claudia will contact the vendor   + This tool will scan the entire LMS system (online and face to face)   + The Center can do easy fixes for faculty   + Faculty Involvement   + Communication   + Claudia will draft a message to faculty about the automated approach/scan and work with them to understand * Center for Academic Innovation & Excellence   + Strategic Plan   + Personnel Changes (Spring 2020)   + Title Discussion * Instructional Reviews   + Follow-up Reports   + Revised Template | | | | | | | | | |  |
| **New Discussion Topics:**   * BOL Division Meeting * Budgets/Spending (Heilman) * Look closely at purchases before making purchases/spending * Academic Calendar (2021-2022) * Calendar was OK with Dean’s Council members * Academic Integrity Procedure * Procedure was OK with Dean’s Council members * Assessment & Placement Procedure * Brian would like Carol Murphy to see the procedure, he will send Angie a list of other faculty that should see the procedure | | | | | | | | | |  |
| **Projects**   * Bartonline Scheduling – Addition of Session (Summer 2020) * Faculty Work Load * Faculty Evaluation/Staff Appraisal * New Programming   + Industrial Hemp   + Cybersecurity   + ~~Crane Operations~~   + CDL Certification/Online   + CJ – Online   + Graphic Design * Instructional Review * OER – Project 5! Plus Three Year Plan * Center for Academic Innovation & Excellence * Military Articulation Enhancements/Expansions * ADA Compliance * Student Interaction * General Education Implementation * Student Evaluations * Noel Levitz Implementation * Concourse Implementation * Statewide Articulations * 2+2 Agreements – Management, Promotion & Usage/New General Education Program * HLC Student Success Academy * Faculty Position Descriptions * Policy/Procedure Developments/Reviews   + Finals   + Maximum Student Enrollment – need to address (Myrna)   + Student Problem Resolution   + 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**   * 2020-2021 Instructional Reviews Commence – January 2 * FY 21 Program Budget Requests – February 2020 (requested by VP Dean) * 50th Anniversary Partnership Event - March 10 * 2019-2020 Instructional Review Reviews Due – April 1, 2020 * Great Bend Graduation – May 8 * Fort Riley PTK Ceremony – May 19 * Fort Riley Graduation – May 20 * Fort Leavenworth – June 10 | | | | | | | | | |  |
| Action Items | | | | | | | | | |  |

**Next Meeting:**

**January 29th**