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

**Next Meeting:**

**January 29th**