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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, March 16, 2020 |
| Time | 1:00-3:00p.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 |  |
| **COVID-19 Topics*** HLC Response
* Myrna send the notice that we are changing how we are doing instruction
* Myrna will let us know if we do something that is not good with HLC
* Free Webinar – Last Thursday (Any Take-Aways?)
* Response Expectations – BOL Addendum (Reference Document)
	+ Faculty to Students
	+ Student’s Absence
	+ Faculty Absence
* Added Online Classes/Promotion of Barton’s Online Classes
	+ We can add another 8 week session that has to start Monday, March 23 and ends May 17th.  We can also add in another 6 week session if need be.  As long as we end spring before May 18th, which is when Summer starts, we're good.  Do we want to add any to summer at this time?
	+ Claudia’s thought is that it will be hard to get faculty buy in and get enrollment by Monday March 23.
	+ The students can still enroll in the current 8 week session that is open
* College Advantage/Partnered Online
* BASICS
* Customized Training – ESOL – one on campus the other is at the business, Brian will talk to the businesses and move forward
* Customized – Private lessons, Brian will figure out a zoom option and look at Ceramics and Art
* Kurt proposed that BSEP is done like LSEC, students show up on the first day of class, have classes online and show up on the second to last day of class for post tests
* Developmental Math will probably walk over to the room (Elaine said to have the room cleaned)

**Exceptions:*** The last session of the CLDP is schedule for this Thursday, 3/19. Mr. Mattox has stated he is unable to convert this class to online delivery and has requested an exception to hold the f2f class. R113 in B206 is a large room that allows adequate social distancing for faculty/students. I support and recommend approval of this request, please advise.

Questions/Comments:* Should our F2F classes meet at their “pre-suspended” scheduled timeframes if using Zoom?
* Brian thinks yes the classes should occur on the same day of the week and at the same time of day (be aware of time zones)
* Elaine said to have the class at the same day/time and also record the class
* Should Zoom classes be recorded and then posted in Canvas?
* Do we have any instances of students not having shells for their F2F classes?
* What training/direction do students need for access?
* Per Mark Dean (yesterday) labs, gym and library remain open.
* Messaging to students about what they will be allowed to do and not do – i.e. can they meet with instructors on campus? What exactly does alternative delivery method mean? New message indicates some classes will still take place on campus – how does an individual student know which of his/her classes will fall in this category?  I think specific examples (in all cases) will be helpful.
* Students will need assistance with how to study/navigate course work without instructor as director of time and assignments – online students are more familiar with pacing themselves and preparing for next steps – following the modules – our face-to-face students rely heavily on instructors for pacing and direction (in-class reminders, notes on the board, etc.). This may be a great first zoom study session.
* Brian is concerned on the faculty side, what if technology doesn’t work?
* Elaine ask if there could be a section in the professional development from the The Center on what to do if technology doesn’t work, The Center is working on a help desk person
* Long term consideration: Should we be flexible with problem-resolution or student code of conduct appeal deadlines?
* The only thing I can think of is caring for students who don’t have a home to go to. International athletes, etc. They need a safe place to live, food to eat, and internet/technology to complete their classes. I’m sure they are high priority already.
* One item to add to the list is resources for ensuring academic integrity in the online format – is lockdown browser necessary/feasible for all courses? Are instructors aware of the benefits of Turnitin? Etc.
* There is a lot of training in the 102
* What will the attendance requirements be for former face to face courses be as they are delivered online, will the scheduled meeting times still stand, or will there be weekly deadlines? (My suggestion would be that since zoom meetings quality is sometimes affected by the number of attendees, recordings should be strongly advised and live attendance be secondary vs. viewing within a deadline, unless interaction and Q&A are essential to the delivery.)
* Yes, scheduled meeting time still stands
* Yes, weekly deadlines
* Attendance expectations should be the same
* Are instructors allowed to meet with students one-on-one?
* Yes, one-on-one!
* Faculty requesting to teach from home because they are concerned/scared about getting Covid-19 and we are jeopardizing their health by requiring them to work from their classroom. I’m currently informing faculty/staff: If you have a documented medical condition and documentation from a Physician recommending a need to work from home because of your susceptibility to Covid-19, I will consider an exception. Does this meet with your intent?
* If faculty know they have been exposed stay home
* If faculty live in a high risk area or community that has a case diagnosed, stay home
* I ask because so many of my students live in other time zones which may not be conducive to attending a live lecture via zoom at 8:00 am CST. Also if we are expected to have live lectures can we waive this for lab sessions because students will complete virtual labs online.
* Additionally I wanted to pass on that most of the OpenStax online homework platform partners are offering free transition and use of their platforms for face to face courses transitioning to online. I have used two of these vendors LRNR and Lumen and they provided excellent homework and other content associated with the OpenStax text book. Lumen has a prebuilt OpenStax course for nearly every science, math, humanities and social science course. These prebuilt courses take just a few minutes to set up in canvas and includes the OpenStax text, homework, quizzes and other resources and activities all ready to go in just a few minutes. It is an excellent service and easy way to get online quickly and painlessly. Lumen is especially polished and easy to use.
* We are getting questions from students asking if they can choose to go home and complete from there. Will there be criteria for these students to help determine if that is an option?
* The student can go home and complete from there
* Should I sell back my books? What do I do about lab hours? If I am on campus, can I go to class instead of watching lectures online?
* Mark will have to help with the book question
* Claudia will talk to Lee about ideas

**Student FAQ*** Organization, Approvals & Posting
* One Point of Contact?
* Have a group that will have a say on the answers
* Brian and Curtis Rose should be on the FAQ group list
* Make the document available so faculty and staff can check for answers
* Angie will have Michelle create a FAQ worksheet
* Stephanie’s Draft to Faculty

As everyone works to prepare for the new reality of remote coursework, I would like to offer my assistance with providing information to students. Faculty members will often be the first connection for students, and I anticipate you will begin receiving multiple questions regarding academics that don’t necessarily pertain to your course. This is where I hope to help. When you receive these questions, could you copy me with your response? I will use this information to produce an academic-focused FAQ. I don’t envision this FAQ to answer course/instructor specific questions, but I do hope to compile general information to be regularly shared with students, faculty, and advisors. If there is a question specific to your course that you would like to have included, please share that with me as well ☺.Further, if you do not have a specific answer for a question, please feel free to forward to me as well. As you work to prepare your courses, I can do the legwork on researching answers to student questions. I have sent a message to Athletics encouraging them to send their student-athletes to me with academic questions during this transitional period and will begin developing the FAQ based on the questions submitted to date.**Online Study Groups*** Claudia feels that for students that struggle to complete the class it may be hard to get online study groups
* Elaine will get with Stephanie to work on the concept

**Activities, Events & Travel (PD)*** Dance competition in Florida has been cancelled
* Continue with Advisory Board meetings, be sure to add a zoom link
* Field Ops more than likely will be cancelled

**Faculty, Staff & Student Travel Restrictions*** Kathy has two Natural Gas students that won’t be able to complete because of the NACE Conference cancellation, can we give them a pass to graduate with 63 credits instead of 64 credits?
* Kathy will write Lori and ask about this
* Elaine will leave the statement that faculty should respond to students within 24-48 hours
* If there is silence from the student (they could be ill, quarantined) that should be a trigger to complete the student alert form.
* Be sure faculty let students know if they get sick

International Travel:* Effective immediately, and through May 22, all college-related international travel is prohibited.
* All personal international travel is strongly discouraged (employees and students).

Out-of-State Travel:* Effective immediately, and through April 1, all college-related out-of-state travel is prohibited.
* On a case-by-case basis, trips may be approved based on a risk assessment of each individual trip.
* Please contact one of the three Vice Presidents to report any planned out-of-state travel and/or to request a review of an upcoming trip.
* All college-related, non-essential, air travel is prohibited.
* All personal out-of-state travel and air travel is strongly discouraged (employees and students).

In-State Travel:* Effective immediately, and through May 22, all college-related travel to the Kansas City metro area is prohibited. This travel restriction may be amended to include additional in-state regions.
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| **Projects*** New Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online
	+ CJ – Online
	+ Graphic Design
	+ Media Production
	+ Welding
	+ eSports Programming
* OER – Project 5! Plus Three Year Plan
* Military Articulation Enhancements/Expansions
* Student Interaction
* Student Evaluations
* Concourse Implementation
* 2+2 Agreements – Management, Promotion & Usage/New General Education Program
* 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*** FY 21 Program Budget Requests – February 2020 (requested by VP Dean)
* 50th Anniversary Partnership Event - March 10
* FY 21 Budget Due – April 1
* 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:**

**March 18**