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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Thursday, December 10 |
| Time | 2:45-4:15p.m. |
| Location | 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 | | | | | | | | | |  |
| **Follow-up Topics**   * Spring Semester * Substantive Interaction Update * ADA Ally Update   + Claudia will put together the number of classes ADA compliant at the end of the fall semester * **Assessment Institute** – Andrea Jenkins, Luis Palacios, Philip Jacobson, James Miller, Melissa Hardwick, John (Ethan) Mears, Eric Bundy, Emily Cowles and Roni Wertz * **Leadership Institute** – Instructional Representatives: Chris Baker, Megan Chambers, Andrea Thompson, Chris Vanderlinde and Jenna Wornkey * **New Faculty Orientation Monthly Sessions** – Shawgi Ahmed, Yuchen Boswell, Andrea Jenkins, Diane McReynolds, Malia Sullivan, Andrea Thompson, Ethan Mears, Brian Forshee and Cathy Smith * ~~7:30am - September 14~~~~th~~ ~~– 2019-2020 and 2020-2021 Classes meet with VP Simmons~~ * ~~3:00pm - October 22~~~~nd~~ ~~– Assessment with Matt Connell~~ * ~~3:00pm - November 12~~~~th~~ ~~– Grade Documentation with Lori Crowther~~ * ~~December 1~~~~st~~~~-4~~~~th~~ ~~– Cougar TALEs~~ * January – No formal sessions, just regular PD open to all * February - Undecided * 3:00pm - March 29th  – Graduation Information with Lori Crowther * TBD - April – End of year celebration / check in * Instructional Excellence Academy   + Induction Ceremony   + Spring 2021 Class * Student Evaluations   + Notification System   + Reviewing Fall 2020 Evaluations   + COVID Testimonials * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall) - January 10   + FT – March 5th * Instructional Reviews   + 2019-2021 Reviews     - February 1, 2021     - May 1, 2021     - September 1, 2021     - December 1, 2021   + 2020-2022 Programs   + Reviews Begin January 11, 2021 – Due March 26th   + Prep Session Debrief   + Didn’t meet expectations, needed to know what the data meant   + Get back together and discuss the data analysis piece   + Report Access Discussion   + Brian’s people do not need access   + Kathy needs Matt and Mary to have access (Karyl would like access)   + Kurt needs Lindsay, Terri and Lawrence to have access * Strategic Planning   + All Submitted!   + Reviewing * Strategic Goals Review – Board Reporting * COVID Funds Spending * Brian’s complete * Kurt is finalizing the purchase order for 1,000 subscriptions * Kathy has everything bought and laptops are ordered * In-Person Course Rubric Process (Mather)   + Faculty workgroup for discussion, planning and development of a pilot   + Members: Brittany Fanshier, Lacy Swain, Maggie Tracy, Mark Bogner, Oleg Ravitskiy, Danika Bielek, Daniel Garson, Angela Campbell, Colvin Hooser, Todd Mobray, Erin Eggers, Megan Schiffelbein, Curtis Rose and Claudia Mather   + Spring 2020 Start; Target implementation – Fall 2021   + Included in my End of the Year Message * BOL Instructor Updated Addendum of Expectations – final version sent 12/4 (6:44a.m.)   + What is your plan for the updated addendum?   + Are you going to have all online faculty review and sign?  Just new faculty?   + Brian feels that the title could be changed to Annual Contract of Expectations   + Where will the signed forms be filed?   + Will Deans have copies and/or access to their respective faculty signed documents? * Revised Online Course Development Agreement - final version sent 12/4 (6:44a.m.)   + How will this updated information be communicated?   + This will be announced at the BOL Division Meeting   + Do not put in the end of the year message * BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 (Mather) * Procedure #2470 Intellectual Property (Mather) * Claudia and Regina will have a meeting, could Copy Right and Intellectual Property be combined * Instructional Technology Fair * CAM Discussion – Updated Modified Form (Emailed 12/9 at 2:41p.m.) * Step #1 – email acceptable * Step #4 – is for unique information * Kathy ask about the narrative for the Trustees * Economic Workgroup * Great Bend/Fort Riley LSEC Partnership * Checking to see if two classes are OER   **New Topics**   * + PR – Web Editors, Curriculum Guides, PTP Projects, Etc.   + BOL Division Meeting Topics (Spring 2021)   + OER and AI   + Updated addendum for BOL   + Change in Lee’s position   + New Fall dates   + Deadline for Concourse   + Faculty Teaching Without Textbooks – OER Expectations     - OER Plan Updated – Forwarded from Lee   + Procedure #2525 – College to University Articulation Agreements   + Noel Levitz Implementation - Plan Submitted 10/6/20; Center Leadership   + 2+2 Agreements – Management, Promotion & Usage (Leadership)   + Brian will help with this project   + Get update contact information from each school   + Update the Gen Ed information   + Faculty Position Descriptions (Leadership/Faculty WorkGroup)   + Brian Howe, Kathy Kottas and Kurt Teal will work on them   + Faculty Workload (Faculty Council, Additional Faculty & Mark Dean)   + Procedures (Teal Highlights – Leadership) | | | | | | | | | |  |
| **Projects**   * Direct Assessment – a shift from Open Entry/Open Exit programming * Full degree with all OER certified courses * New/Updated Programming   + Industrial Hemp   + Cybersecurity   + Crane Operations   + CDL Certification/Online (SAPP)   + CJ – Online   + Media Production   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth   + HZMT and EMHS – Certificate – In Process * OER – Project 5! Plus Three Year Plan – updated from Lee sent 11/18 * Lee will prepare a layered timeline for faculty that do not use a textbook but are not OER certified * Use Fall 2022 as the deadline? * Military Articulation Enhancements/Expansions – Nicole (Website Email) * Concourse Final Implementation * 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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: January 12**