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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Monday, June 15, 2020 |
| Time | 9:30-11:00a.m. |
| Location | 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 |  |
| **Summer Observations*** Academics had no Fuzion or LiveOline for the summer. There is some Intro to Theatre, Intro to Psych
* WTCE has about 100 credit hours BartOnline and finishing up some Spring classes
* Goal for Dean’s Council is to spend time with IE and see where enrollment number are coming from

**Fall Preparations*** Course Availability
	+ Student Contact for Zoom Placement
	+ Concerns with Zero Enrollment
	+ Fuzion/LiveOnline – standard meeting times
	+ Concern: students in the dorms wanting F2F and get LiveOnline
	+ Could there be a rotation of students that are in the room, would the student know when to show up
	+ Could there be two classrooms and the instructor would teach back and forth between them
	+ How do we tell students that enroll in F2F classes there is no room for them in the F2F class?
	+ Fuzion – rotating in person and zoom learning
* Classroom Discussion
	+ Screening
	+ Classroom Arrangement
	+ Could L-136 be reserved for a zoom lab?
	+ Student Management
	+ Wellness/Safety (Hand Sanitizer, Masks, Clean-up)
	+ Will faculty wear a mask?
	+ If not, they will need to stay on one place, six feet from the front row of students
	+ Will faculty clean the room after teaching in it? If not, who will
* Student Communications
* Message/communication sent Friday June 12
* How do we tell the student that enrolled in F2F class but didn’t get the F2F class

**FY 21 Budget****Substantive Interaction Communication** – email sent Saturday morning (6/13); updated document sent Sunday afternoon* If faculty do not have content in canvas, we cannot see OER or ADA
* Consistency in classes needs to be a priority no matter how they are delivered

**Ally Proposal** – email sent Saturday evening**Synchronous Rubric** – email sent Saturday morning* Do synchronous classes need the rubric that is based on course shells and some faculty do not have course shells
* Could we get a pilot group to test the rubric
* There should be professional development on organizing a course shell and using it in a more robust fashion
* Kurt, Brian and Kathy look at the draft rubric from a synchronous point of view and let Claudia know what they would like to see

**Student Handbook** – email sent Saturday morning**Student Evaluations**Responses for the questions: Agree, Somewhat Agree, Neutral, Somewhat Disagree, Completely Disagree* Instructor provided a course syllabus at the beginning of the course in hard or electronic copy.
* Instructor presented a well-organized course.
* Instructor gave assignments/projects/exams that were relatable to the course and encouraged critical thinking.
* Instructor interacted with students in a professional manner with consistency and respect.
* Instructor was accessible to students and provided feedback.
* Course materials were beneficial to completing the class.
* Instructor provided clear grading guidelines and posted grades in a timely manner.
* Instructor provided support and resources necessary to expand my knowledge.

Short Answer Questions* What would improve this course?
* Would you recommend this course to a friend?
* Additional Comments

Remaining To-Do’s/Implementation* We will use the same questions for F2F and online evaluations with the exception of third-party evaluations.
* We will continue to use Evaluation Kit for student surveys.
* Paper evaluations will be utilized in some instances; inventory need requested.
* Paper forms need to be printed.
* The group agreed that sixteen, eight, six and four week classes evaluations will be deployed at mid-session.
* Division/program leadership will determine student evaluation timeline when classes offered for less than four weeks.
* Kathy will get with Jeff on the team teaching question
* Begin using new student evaluation questions fall 2020
* Elaine will send an informational email

 **BOL Division Meeting – July 22 (AM)/July 23 (PM)*** Send ideas for the meeting

**Assessment Institute*** Andrea Jenkins
* Luis Palacios
* Philip Jacobson
* James Miller
* Morgan Cornstubble
* Melissa Hardwick
* John (Ethan) Hunt
* Eric Bundy

**USD Professional Development Partnership****New and Revised Course LICC Process – Training (Center)****Course Search Resource****Integrity Tools (Fuzion & LiveOnline) Work Group (Claudia, Matt, Marlo and Melissa Hardwick)****Evaluations/Appraisals*** Adjunct (Summer) due August 28
* Staff – Anniversary Month (
	+ Four+ years of service may be moved to an every three year review
* Annual goals – meeting upcoming

**Assessment Meeting with Jo*** Check to see if Jo could be part of the Dean’s Retreat
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| **Projects*** New Programming
	+ Pre-Health
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CDL Certification/Online (SAPP)
	+ CJ – Online
	+ Graphic Design
	+ Media Production
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth
	+ HZMT and EMHS - Certificate
* OER – Project 5! Plus Three Year Plan
* Military Articulation Enhancements/Expansions
* 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)
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| **Action Items** |  |

**Next Meeting: July 7th (Retreat)**