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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, January 12, 2021 |
| Time | 2:00-3:30p.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 |  |
| **Follow-up Topics*** **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
* **Spring 2021 Instructional Excellence Academy** – Lawrence Weber, Cathy Smith, Walter Brown, Ahmed Shawgi, Claudia Mather and Jo Harrington
* Concourse – Delayed Faculty Adoption
* Concourse does not have a report of faculty that do not have syllabus completed
* Student Evaluations
	+ Notification System
	+ Kathy will talk to Jeff Mills about getting access to the surveys
	+ Reviewing Fall 2020 Evaluations
* Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Full-Time (Tenure Track & Rotation) – March 5th (No Padding!)
	+ Adjunct (spring 2021) – May 20
* Instructional Reviews
	+ 2019-2021 Goal Reviews
		- February 1, 2021
		- May 1, 2021
		- September 1, 2021
		- December 1, 2021
	+ 2020-2022 Programs
		- Reviews Began January 11, 2021 – Due March 26th
		- Discuss location reviews in another meeting
* Strategic Planning
	+ Discussions Complete/Preparation for Meeting with VP Dean And CIO Kaiser
* 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
	+ Awareness of Project
	+ Elaine will add In-Person Course Rubric process to the next faculty council report
* BOL Instructor Updated Addendum of Expectations – final version sent 12/4 (6:44a.m.)
	+ Reviewed at BOL Division meeting; send out to all (online instructors) via email
	+ Are we going to have all online faculty review and sign?  Just new faculty?  If so, where will they be filed?
	+ Will Deans have copies and/or access to their respective faculty signed documents?
	+ Brian feels that the title could be changed to Annual Contract of Expectations
	+ Claudia will look at a process for signature and bring to the next meeting
* Revised Online Course Development Agreement - final version sent 12/4 (6:44a.m.)
	+ Reviewed at BOL Division meeting; send out to all via email. Does all mean in person too in case they want to develop a new course?
* BOL Student Survey – Continuing Students Who Didn’t Return Fall 2020 (Mather)
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair
* CAM Discussion
	+ Phase Zero Program Development/Modification
	+ Cabinet Discussion – Myrna’s Guidance
* Economic Workgroup
* Great Bend/Fort Riley LSEC Partnership
* Classes should be covered with the exception of Physical Science
* BOL Division Meeting Debriefing
* Erin is going to start a BOL newsletter
* Cougar TALEs Debriefing
* There are concerns that Athletics and Student Services are not attending professional development sessions, bring to the next meeting
* Procedure #2525 – College to University Articulation Agreements
* Add a bullet to the second page saying Barton will provide a usage report
* Faculty Position Descriptions (Leadership/Faculty Work Group)
* Faculty Workload (Faculty Council, Additional Faculty & Mark Dean)
* Faculty Council
* Amanda Alliband will be the new chair
* Could faculty council be an advisory board?
* Redefine so the council is useful to faculty and seeks faculty input

**New Topics*** Self-Service Banner #9 – Moving to This Updated Version; More Appealing to Students, Ability to Utilize Student Photo and Ability to Link Concourse Syllabi to Courses
* Fall 2021 Course Scheduling – Live, Fuzion and LiveOnline
* Academics-planning in person with the flexibility to move to liveonline with zoom as a backup if needed. Social distancing and masks
* WTCE-planning in person with zoom as a backup if needed
* FR/FL has a shortage of faculty and there is a max student capacity for classes
* Great Bend Campus Enrollment
* Elaine would like to put together a work group to look at data, trends etc… with the goal of increased enrollment at the Great Bend Campus
* COVID Funds – More Funds Forthcoming, But Much Longer Timeframe to Spend; Concern about Changes to State Aid
* OER Extended Plan/Gray Area (emails sent)
* Noel Levitz Implementation - Plan Submitted 10/6/20; Center Leadership
* 2+2 Agreements – Management, Promotion & Usage
	+ Sarah Identifying Contacts
	+ Brian Leading in Conjunction with Sarah & Myself
* AI in BOL Orientation/College policies in BOL Orientation
* NISOD Excellence Awards (Kottas)
* PD Tracking Meeting
* PD Upcoming Events: Academic Integrity Regional Conference & National Conference, First Year Experience Conference and HLC Webinars
* Kathy has signed up for the conference
* Instructional Strategic Planning Timeline 2021-2022 (email sent)
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| **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
* Military Articulation Enhancements/Expansions – Nicole (Website Email)
* 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
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| **Action Items** |  |

**Next Meeting: February 2**