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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Wednesday, December 1, 2021 |
| Time | 2:00-3:30p.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**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + There are evaluation templates that have incorrect job titles and departments on them   + It is an ongoing challenge to be sure they are correct   + Adjunct (fall 2021) – January 7   + Spring FT Faculty in the tenure track or tenured rotation, to Elaine – **March 4 (No Extensions)** * Instructional Reviews   + 2020-2022 Goal Reports – December 1     - Areas: Agriculture, Adult Education, Adult Healthcare, BASICS, Business, College Advantage, Dietary Manager, Emergency Medical Services, English, ESOL, ~~Hazardous Materials~~, Health, Physical Education & Recreation (HPER), Humanities, Mathematics, Music, Natural Gas, Nursing, Pharmacy Technician, Physical Sciences, Theatre and Welding   + Instructional Reviews 2021-2023     - Launch October 1-Due December 15     - Reminder – Reporting on goals established for the Programs during the 2019-2021 review * Strategic Plan   + FY 22 Strategic Approvals – Status   + Brian has the tuba and videographer, will double check the rooms for the lighting   + Kurt does not have the multi touch screens, sole vendor cannot produce them, looking for alternative sources   + Angie and Stephanie, Academia is in the schedule for IT projects   + Kathy has no applicant for CDL, has not started looking for a Welding instructor, Karyl is working with Michelle to get laptops completed   + FY23 Strategic Planning     - Launch November 1-Due January 14 * Instructional Rubric Project, Faculty Boot Camp and Course Design Project (Matt will attend first 30 minutes of January 11th Dean’s Council) * Procedure #2470 Intellectual Property (Mather/~~Ivey~~) * The Library will not be involved in the update of this procedure * Cheryl Brown will gather some information for an outside source pertinent to this procedure * Faculty Workload – Need to Discuss with President * HLC Site Visit – October 24-25, 2022 * General Education (KBOR) * Distinguished Instructor Procedure Update (Faculty Council) * BOL Orientation (Mather) – Status * Procedure #2535 Children in the Classroom * No Touch (Physical Contact) Statement * This is a best practice statement not a procedure * A proactive approach, Elaine will draft rationale and take to Faculty Council * Student Maximum Credit Hour Procedure * Fiscal Year 22 Instructional Goals & Activities   **New Topics**   * Finals – Closed Countries (Howe/Maddy) * Subscription Learning Study Session – Faculty Involvement * Brian has two or three faculty that have expressed interest * Kurt doesn’t think this will be applicable to his faculty * Kathy will check with her Executive Directors asking of interest * Elaine will talk to Faculty Council for involvement * Subscription Learning is a way of the world and education * Diversity, Equity & Inclusion Committee – Membership Drive * Standard objective in course syllabi that reflects the desire to add DEI in our curriculums * There is a statement on the web page and the team charter * Provide assistance, sources, resources and guidance to faculty to as they design courses, to have inclusionary formats of information and verbiage * Make the learning environment a place where students feel safe, respected and are allowed to speak about their diverse view points * Anatomage Table – Online Version/Increased Usage * There is an update after the first of the year * There is an online version that can be accessed from a classroom * Amperage/ EAB * January 6, 2022 Dean’s Council Meeting/Holiday Celebration | | | | | | | | | |  |
| **Projects**   * New/Updated Programming   + Plumbing Certificate – Myrna’s Step   + Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)   + Cybersecurity – Moving to KBOR   + CJ – Online – Promote   + Welding Expansion – Moving Forward with Full CAM   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavenworth   + Digital Communications – PTP Details/Course Development   + Nursing – State Board Approval – Submitted to ACEN   + CNH Technician Training * Policy/Procedure Developments/Reviews   + ~~Finals~~   + Maximum Student Enrollment – need to address (Myrna)   + ~~2615 Student Problem Resolutio~~n   + ~~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 (Look at)   + 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 | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meetings**

**December 1 – Dean’s Council (Accreditation)**

**December 13 – Dean’s Council (Accreditation)**