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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 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*** 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
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| **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
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| **Action Items:** |  |

**Next Meetings**

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

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