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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, February 2, 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*** Concourse – Delayed Faculty Adoption
* Best way to see if faculty have transitioned is through their evaluation
* WTCE support staff have volunteered to help transition
* Student 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
* Strategic Planning
	+ Follow-up Questions – Working to Submit 3/3/21
* 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
* BOL Instructor Updated Addendum of Expectations
	+ Erin’s Announcement
	+ Review/Signature/Filing System
* Revised Online Course Development Agreement
	+ Erin’s Announcement
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair
* GB/FR/FL LSEC Partnership – Scheduling/Enrollment/Payments
* Be sure the Business Office knows of this enrollment
* Brian said there will be two CRN’s
* Procedure #2525 – College to University Articulation Agreements
* Faculty Position Descriptions
* Faculty Workload
* Faculty Council
* HLC Site Visit – October 24-25, 2022
* Site Location Visits – TBD
* COVID Funds – New Disbursement
* Funds cannot be used for anything that happened before December 27, 2020 and must be spent by May 21, 2021
* Can classrooms be made more Zoom appropriate with these funds?
* Fall 2021 Scheduling
* Upcoming Meeting to Discuss OER 2022-2025 Plan, FR/FL OER Plan, Chemistry & Math Projects – February 9
* GB Campus Enrollment Work Group – Members: Mark,

**New Topics*** Graduations & Related Activities
* Fort Leavenworth in June and will be virtual
* Fort Riley has a date but not sure of the type of graduation
* WTCE will look at their individual ceremonies (MLT, Nursing, EMS) and make a decision on how to handle them
* 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
* BOL Orientation/College Academic Integrity & policies in BOL Orientation
* Claudia will gather information for the February 24 meeting
* PD Upcoming Events: Academic Integrity Regional Conference & National Conference, First Year Experience Conference and HLC Webinars
* Instructional Strategic Planning Timeline 2021-2022
* Could we think about the year and strategic planning in the form of a wheel
* Use assessment in instructional reviews and see how they feed into strategic planning
* Frame the narrative better and include student learning outcomes
* Staff Professional Development (Claudia)
* Advisement and Advising groups
* Adjunct Faculty Position Descriptions
* Faculty Onboarding/Orientation
* Welcome letter from Elaine, include leadership philosophy
* Keep communication going
* Accrediting bodies look at mentor programs
* Have the new employees equipment available on the first day
* Have a meeting to include Claudia, Jenna, the admins (including Virginia
* Cougar Tales – Discipline/Program Meetings
* Instructional Review – Planning Meeting (Dean’s Council, OAC & Resource Group) – Strategic Planning, Student Learning Outcomes & Budgeting
* Assessment Presentation - Faculty Groups
* Elaine will talk to Jo about more presenting to faculty
* Classroom Assessment Techniques (CATS)
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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 – Approved
* 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 24th**