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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 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**   * 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) | | | | | | | | | |  |
| **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 | | | | | | | | | |  |
| **Action Items** | | | | | | | | | |  |

**Next Meeting: February 24th**