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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Tuesday, February 24, 2021 |
| Time | 9:00-11:00a.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 | | | | | | | | | | |
|  | Stephanie Joiner | |  |  |  |  | | |  |  |
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| Topics/Notes | | | | | | | | | |  |
| **Follow-up Topics**   * Concourse – Delayed Faculty Adoption * Student Evaluations – Add Comments to 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 Submitted * In-Person Course Rubric Process (Mather) - Update   + 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   + Committee meeting still to be scheduled   + Spring 2020 Start; Target implementation – Fall 2021 * BOL Instructor Updated Addendum of Expectations   + Review/Signature/Filing System * Procedure #2470 Intellectual Property (Mather) * Still looking at the procedure * Instructional Technology Fair Update * GB/FR/FL LSEC Partnership – Scheduling/Enrollment/Payments * Procedure #2525 – College to University Articulation Agreements   + Policy 1504 – Course/Program Development and Management * Faculty Position Descriptions   + FT/PT – Draft to Faculty Council   + Adjunct   + Brian will start working on adjunct position descriptions * Faculty Workload * Had a meeting with faculty, received good input * Elaine working on the procedure * Faculty Council – March 1st Meeting * HLC Site Visit – October 24-25, 2022 * Site Location Visit – June 24 * COVID Funds – New Disbursement * Fall 2021 Scheduling   + GB   + Back in the classroom   + Some faculty will retain the Fusion option   + Schedulers have used the new codes   + FR/FL   + FR/FL will be liveonline   + BOL * GB Campus Enrollment Work Group – March 18 * Graduation Activities   + Fort Leavenworth (June) – Virtual   + Fort Riley (May 27) – Delivery Unknown   + GB – May 14   + Honors Celebration, Nurse Pinning, MLT Pinning & EMS Cording * Noel Levitz Update (Mather) * Disperse to all students electronically * Communicate with faculty that the survey is coming * The Center will launch with the help of IR * Send it out soon   **New Topics**   * Assessment Training Discussion (Emails) * Edukan * 192 enrollments this Spring * Claudia will send a proposal today and talk to Brandon about promotion * HLC ShoutOut – Adjunct Faculty Evaluation (Comparison Old Vs. New) * BOL Orientation – Email from Claudia 2/8/21 * Instructional Strategic Planning Timeline – Draft Sent 2/22/21 * Faculty Handbook * Employee Onboarding/Orientation * Cougar Tales – Discipline/Program Meetings * Home School Students * Academic Development Update – Stephanie Joiner (10:30-11:00a.m.)   + Zoom Expectations   + Grading   + Other | | | | | | | | | |  |
| **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 – KBOR Approved/HLC/DOE * 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**   * Instructional reviews * Decision on location reviews * Schedule an instructional review meeting with the Dean’s and IR * Monitor KBOR Gen Ed project * Look at faculty handbook | | | | | | | | | |  |

**Next Meeting: March 15**