|  |  |
| --- | --- |
| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Tuesday, May 18, 2021 |
| Time | 3:00-5:00p.m. |
| Location | Zoom |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
|  | Brian Howe | |  | Kathy Kottas |  | Claudia Mather | | |  | Kurt Teal |
|  | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  | Jo Harrington | |  |  |  |  | | |  |  |
|  | Lee Miller | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Assessment (Jo) – 3:00-3:30p.m.**   * Course Assessment * Documentation of what needs to be changed/updated the next time the course it taught * Assessment Institute (2021-2022) * Shawgi Ahmed * Chris Baker * Cathy Smith * Matt Connell * Marlo Chavarria * Lawrence Weber * Colvin Hooser * Angela Campbell * Dan Garson * Yuchen Boswell * Jaime Abel   **OER (Lee) – 3:30-4:00p.m.**   * Extended Plan * By Fall 2023 faculty need to fit into a category; using a textbook, not using a textbook or open textbook * Deans would like a monthly update of who is working towards OER and faculty not using a textbook   **Follow-up Topics**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + 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 Reviews     - 21 Received; Nine Reviewed (Academics Done)   + 2021-2023 Reviews     - Instructional Review Timeline     - Template Update (Dean’s Feedback/Elaine’s Interests)     - Discuss Financial Strategic Planning Shift     - Strategic Planning Schedule       * New Instructional Review Committee – June 15       * Executive Leadership Retreat – June 23       * Dean’s Council Retreat – July 19 * Strategic Plan Submitted – Mark Starting to Review * In-Person Course Rubric Process (Mather) - Update   + Spring 2020 Start; Target implementation – Fall 2021 * Procedure #2470 Intellectual Property (Mather) * Instructional Technology Fair Update (Launch June 7th) * Procedure #2525 – College to University Articulation Agreements   + Policy 1504 – Course/Program Development and Management     - Submitted to HR; College-Wide Review Notice; April President’s Staff (First Reading); May President’s Staff (Second Reading) * Faculty Position Descriptions   + FT/PT – Faculty Council Response   + Adjunct * Faculty Workload * HLC Site Visit – October 24-25, 2022 * FR/GVP Site Location Visit – June 24 * COVID Funds – New Disbursement * Graduation Activities   + Fort Leavenworth (June 16) – Virtual   + Fort Riley (August 26) – In Person * Edukan – Course Preparation Plan * General Education (KBOR) * Online Proctoring Contracts * BOL Orientation (Mather) * Faculty Handbook * Employee Onboarding * Student Problem Resolution Procedure | | | | | | | | | |  |
| **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   + CJ – Online   + Welding – Expansion   + eSports Programming   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavernworth * Military Articulation Enhancements/Expansions – General Education * 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: June 9**