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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Minutes |
| March | Monday, September 20, 2021 |
| Time | 2:30-4:30p.m. |
| Location | Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| o | Brian Howe | | x | Kathy Kottas | x | Claudia Mather | | | x | Kurt Teal |
| x | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | |  |
| **OER Dean’s Report/Extended Plan – Lee Miller**   * Lee would like to add two bullets to the OER Extended Two-Year-Plan bullet number five: * Exceptions can only be approved by the appropriate Dean ~~or VP of Instruction~~ * Courses that transitions to OER after 2023 will need to be OER certified prior to the course running as an OER class * Ask Connie (Bookstore) where the book spreadsheet comes from, it has not been updated * Look at Fall 2023 for last day of finals for traditional textbook or OER certification deadline   **Follow-up Topics**   * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (fall 2021) – January 7   + FT Faculty in the tenure track or tenured rotation - November 5 * Instructional Reviews   + Instructional Review 2019-21 Goal Reports   + Instructional Review 2020-22 Goal Reports   + Instructional Reviews 2021-2023     - Template Update     - Data Update     - Review Support     - Launch October 1-Due December 15 * Strategic Plan   + Strategic Approvals – Status   + FY23 Strategic Planning     - Launch November 1-Due January 14 * Synchronous Course Rubric Process (Mather) – Update   + Target implementation – Spring 2022   + Matt has a meeting scheduled with Mary Foley, Terri Mebane, Lindsay Holmes and Chris Baker to talk about faculty that do not use a shell * Procedure #2470 Intellectual Property (Mather) * Instructional Technology Fair   + Survey Results   + Place holder for Employee Technology Training   + Within Instructional Technology Fair will hold employee training for Ellucian and Banner (it will be a card within the PAWS account)   + This will be brought up at PTP as to the location of the Instructional Technology Fair * Faculty Position Descriptions   + FT/PT – Faculty Council Response/Dean’s Response   + Adjunct * Faculty Workload – Third Draft * HLC Site Visit – October 24-25, 2022 * General Education (KBOR) * BOL Orientation (Mather) – Status * Student Problem Resolution Procedure * If there are money issues be sure to get with Mark Dean immediately * The five business days are based on the problem location * Military Articulation Enhancements/Expansions – General Education * Director of Library & College Archives – Darren Ivey (September 27th) * Regina’s Reception – September 27th – Last Day October 1st * Website/Portal Page Feedback – Sent September 8th   + Dr. Kottas – more?   + Advisors are having trouble finding advisor forms, Change of Major Form (it is located under Academic Advising) * No Touch Statement   + Title IV Office Will Draft a Statement   + Angie Will Send Draft Statement to the Dean’s   + Dean’s Will Send the Statement to the Appropriate Director’s/Instructors   + Specific Syllabus/Program Handbook * BOL Discussion – Managing Faculty/Canned Courses – Dedicated Meeting * Teaching & Learning Academy * Blue Team Form Discussion * Noel Levitz – Dedicated Meeting * Follow-up up on Attendance Tracking/Procedures Meeting * There are two procedures already written * If faculty get an email from Myrna about LDA they need to respond * Is there a list of who supervises what employees   **New Topics**   * Textbook Lists * EAB – Audit vendor for Instruction, Enrollment Management, Student Services, Technology * When the meeting is scheduled include Megan, Judy, Karen and Stephanie * 2 * Freedom of Expression Statement Research * Elaine will continue working on the statement * Research is continuing | | | | | | | | | |  |
| **Projects**   * New/Updated Programming   + Plumbing Certificate – Barton County Campus Location   + Dance Certificate – Moving Forward with a Modified CAM (PTP/LICC)   + Industrial Hemp   + Cybersecurity – Moving Forward with a Full CAM   + Crane Operations   + CJ – Online – Promote   + Welding – Expansion   + CJ – Fort Leavenworth & Fort Riley   + Corrections – Fort Leavenworth   + Digital Communications – PTP Details/Course Development   + Nursing – State Board Approval – Moving to ACEN   + CNH Technician Training * Policy/Procedure Developments/Reviews   + ~~Finals~~   + Maximum Student Enrollment – need to address (Myrna) (move to the top)   + 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 (Look at)   + 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 (Look at)   + 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 | | | | | | | | | |  |
| **Fiscal Year 22 Instructional Goals & Activities**  **Strengthen the relationship between instruction and the College (HLC Criterion 5.A, 5.C)**   * Develop institutional communications plan * Enhance partnership with marketing and admissions * Improve onboarding and orientation of new employees   **Promote a system-wide collaborative teaching and learning environment (HLC Criterion 2.C, 3.A., 3.B, 3.C, 5.A)**   * Provide faculty training on teaching and learning strategies * Promote opportunities for faculty to discuss topics specific to their program or discipline   **Improve use of data to guide decision-making (HLC Criterion 4.A, 4.B, 4.C, 5.A, 5.C)**   * Incorporate instructional review and assessment data in strategic and financial planning * Collaborate with Institutional Research to improve the process of requesting and receiving data   **Prioritize student success strategies (HLC 4.C)**   * Identify, implement, and assess retention and completion practices * Promote awareness of college-wide integrity values and expectations   **Manage instructional programs and services (HLC Criterion 3.A, 3.B)**   * Initiate the assessment of general education program * Refine the instructional review process * Research and develop opportunities for new and existing programming | | | | | | | | | |  |
| **Action Items:** | | | | | | | | | |  |

**Next Meeting: October 13, 2021**