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| **Agenda/Minutes** | |
| Team Name | Dean’s Council Agenda |
| March | Tuesday, March 29, 2022 |
| Time | 1:30-3:00p.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 |
| o | Angie Maddy | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
| x | Kurt Konda | | x | Maggie Tracy |  |  | | |  |  |
| Topics/Notes | | | | | | | | | |  |
| **Guest Discussion – Course Assessment**   * Course Assessment will catalog or demonstrate student learning and for faculty to be aware of what they are doing and document that * Current data is baseline after the pilot * For team teaching, each instructor should submit a course assessment * Kurt Konda will send an email in May, July and the end of August keep open through the end of September for Spring 2022 courses (the form will be open before the course ends in the Spring semester)   **Follow-up Topics**   * Physical Contact Statement (process/notifications completed)   + Implementation – Summer 2022     - All Identified Courses Have Been Adjusted in Concourse     - Program Handbooks (Kurt & Kathy)     - VP Instructional Update (2-16-22)     - Faculty Notification (Dean’s) * Evaluations/Appraisals   + Staff – Anniversary Month (Ongoing)   + Adjunct (spring 2022) – May 19 * Instructional Reviews   + Instructional Goal Reports (2020-2022 and 2021-2023) Due May 1 * Strategic Plan   + 1st Meeting with Dean/Kaiser (2-28-22)   + Tech Grant Items Selected   + FY 22 Strategic Awards   + Brian’s lighting money has not been decided on   + Kurt will follow up with Michelle on the software for the screens   + Kathy has no welding or CDL faculty, Karyl White will follow up with Michelle on the EMS laptops   + Elaine will check with VP Dean on the unused FY 22 fund availability * Faculty Workload – 6th Draft TBC * HLC Site Visit – October 24-25, 2022 * Diversity, Equity & Inclusion   + Global Issues & Diversity Competencies   + Sampling of Evidence   + Website * Anatomage Table – Online Version/Increased Usage   + There is one account and one user name that can be shared with instructors (not students)   + Brian will get back with Michelle for the password; Instructors will need to talk to Renee Demel and she will share the password   + Information Shared with Faculty?   + Brian will make sure the faculty have been notified that need to get with Renee Demel for password * Fiscal Year 22 Instructional Goals & Activities * Student Maximum Course Enrollment Guidelines – 3rd Review * Elaine will send updated version of the guidelines to Dr Heilman and VP Dean * Faculty Handbook Updates (2022-2023)   + What did we discuss last week – wanted to make sure it was in Faculty Handbook?   + Student Alert system is in the handbook   + Table of contents: Military Programs s/b Military Schools   + Add RAVE   + D-3 change Fort Riley campus administration building s/b administration office   + D-5 Add the year GVP was established. Change Emergency Management Services to Emergency Medical Services   + D-5 s/b and OccupationalSafety and Health   + Inconsistent spacing   **Graduations**   * May 13 – Barton County Campus * MLT Pinning * Nurse Pinning * EMS Cording * May 25 – ECF * May 26 – Fort Leavenworth * May 19 – FR (limited seating)   **Procedure Work**   * Procedure #2530 – Course Attendance (Faculty Council) * Procedure #2470 – Intellectual Property (Awaiting 2nd Review) * Procedure #2481 – Faculty Evaluation; 2nd Reading @President’s Staff in April * Procedure 2465 – Faculty Employment Qualifications * Link the Faculty Qualifying Credentials spreadsheet * Link the Faculty Qualifying Exception form with brief explanation * Research the accuracy of the HLC Policy number * Change “Chief Academic Officer” to VP of Instruction   **New Topics**   * Department Meetings (2022-2023)   + Pilot Experience   + English is already having group meetings, Brian will reach out to them to see if they will share topics and he will notate that it is happening   + Three-Four Areas   + Brainstorm Topics   + Course Assessment   + Are we consistent on how we are measuring student progress   + Curriculum changes   + Grading consistency * Substitute Teacher Evaluation (Teal) * Reframing Faculty Affairs Webcast – April 6 (Kottas/Simmons) * Freedom of Expression Statement – Sent to Faculty Council last month * Instructional Rubric   + Feedback from 1st Draft Review     - Add statement in First Steps section: the Instructional Designer will meet face to face with faculty members who do not have a shell.     - Include Academic Integrity expectations statement in the rubric     - If a faculty member starts teaching before the rubric is completed, the rubric process will be looked at later     - Elaine will send to faculty council with the note that the committee is looking at adding an Academic Integrity portion | | | | | | | | | |  |
| **Projects**   * Programming   + New for Fall 2022     - Digital Communications     - STEM/Stem Education     - Pre-Professional Healthcare     - Cybersecurity   + Closure     - Corrections Program Closure/Maintain Individual Courses for Transient Population/Connecticut Contact   + New Development     - Dance Education     - Welding Expansion     - Nursing (RN) @ Pratt Community College     - CNH Technician Training   **Procedures**   * + ~~Finals~~   + Maximum Student Enrollment   + ~~2615 Student Problem Resolutio~~n   + ~~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~~ | | | | | | | | | |  |
| **Action Items:**   * Bring recommendations for Assessment Institute participants 2022-2023 to the April 21st Dean’s Meeting * Elaine will send a list of Assessment Institute current graduates to the group | | | | | | | | | |  |

**Next Meetings**

**March 30 & April 14 – Dean’s Council (Accreditation)**

**April 21 – Dean’s Council**