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| AGENDA/**MINUTES** |
| Team Name | Deans Council Meeting Minutes |
| Date | January 24, 2018 |
| Time | 1:00-2:30p.m. |
| Location | S-139  |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber  |
| Team members | Present XAbsent O |
| x | Brian Howe |  x | Jane Howard | x | Kurtis Teal | x | Kathy Kottas |
| o | Angie Maddy |  x | Claudia Mather | x | Ashley Anderson | x | Mary Foley |
| Guests |
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| Topics/Notes | Reporter |
| **Follow-up Topics*** FR/FL/BOL Courses Have College Policy Quiz Including Academic Integrity Questions in Course Shells; F2F Classes Do Not
	+ Do we need to continue use? If so, should it be updated?
		- Overall consensus the quiz should be used across instruction and that it should be updated.
	+ Does it meet a financial aid activity requirement?
	+ If it remains in the course shell, can we shift to a system where students only need to do it once?
		- Brian suggested taking the quiz once, others thought once a semester.
	+ If we maintain, shouldn’t it be for both F2F and online students?
	+ Should it be in the Portal instead of a course shell?
		- The discussion is tabled and will wait to hear from Claudia and Angie about putting it in the portal.
* BioSig Update (Claudia)
	+ They met with BioSig on January 11 for final training. What BioSig does for us is to send the instructor, Todd and Claudia attendance reports. There is real time information included, i.e. trouble logging in. Brian ask if in the pilot are some teachers having more success than others? Claudia said no. The SAW (Suspicious Activity) report is only given once a year and that is before we renew our contract. She did talk them into doing one of the reports for her. We pay $62,000 for BioSig, further research on the IP address costs more money. Claudia’s recommendation is to end the contract. Alternatives to BioSig (proctoring software, respondance monitor). Brian is concerned about an alternative, we need to have something in place. There is a committee to look at alternatives. The pilot helped, there were more people trying BioSig and it makes the recommendation to end the contract easier.
* Employee Appraisals & Evaluations
	+ - Adjunct - January 12 (outstanding list forwarded 1/23/18)
* Strategic Planning
	+ Completing Final Reviews/Waiting on Additional Quotes
	+ Final Feedback Forthcoming
* Program Review
	+ Reviews Due to Me – January 29
* Revised Class Minimums – January Start
* Faculty Credential Form
	+ Reminder for Use/ Updated Document
* Course Development Fees – 2nd Draft
	+ Once complete we will need to spend time with Mark Dean. Be sure to include OER.
* Outcomes Assessment
	+ OAC Representative – Ashley
	+ New CAT Subcommittee (Sullivan Facilitator)
	+ Assessment Institute Selection – Draft Attendees
		- Brian is concerned about adjunct faculty and the time commitment for this committee. Kathy mentioned the timing of the meetings, if they are during the day the adjunct faculty may be at the other jobs. Elaine will check with Jo to see what his thoughts are on the time commitment for this group
	+ Program Assessment Meeting – January 29
	+ Jo’s Attendance at Dean’s Council – February 7th (Every Other Thereafter)
* Phone Hunt Groups – Office Areas
* February Academic Integrity Faculty Forum
* Procedure 2511 – Grade & Attendance
	+ There still needs to be discussion on how long a student has to appeal a grade
* NISOD Conference & Award (Decisions)
	+ Do we want to continue with the award? Elaine will check NISOD dues. Should staff be included and if so, should they be told the conference is primarily for faculty. Brian wondered if not NISOD is there another vehicle that could can use to recognize staff? The AACC award was discussed.
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| **New Discussion Topics*** Professional Conference Days
* Student Evaluations – Process for Review/Faculty Feedback
* Adjunct Faculty Email Addresses – Draft Procedure
	+ Michelle is working on a college policy. Brian is going to ask about forwarding to a USD or a GOV account, these accounts should be secure.
* Finals Schedule – Evening Classes
	+ Elaine needs a team from Great Bend to come up with an evening finals schedule and address the T/TR hybrid challenge
* Finals Schedule – T/R Hybrid Issue
* Committee Membership List
	+ Sarah will add another column to the committee list
* FLAC Report (Faculty Comments)
	+ Jane, Brian, Kurt and Ashley do not have concerns about the faculty comments being seen by others.
* Certificate Completion (No H.S. Transcript/GED)
	+ Jane and Claudia have no concerns about dropping the requirement for high school transcript or GED. Brian’s concern is for stackable certificates and eventually not being able to get them because we have no HS certificate. Jane also voiced that if a student has financial aide they have to have a HS transcript.
* Time Limit – Grade Appeal
	+ Kathy thinks seven days, Ashley says no more two weeks. Brian ask what reason would a student have to appeal a grade beyond a semester. The can use clemency and wipe out classes in a semester
* Next BOL Division Meeting
	+ Brian suggested May, but feels that we need to have a topic to have a meeting.
* CPL – Lori’s Email
	+ Please respond to Lori.
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| **Action Items** |  |