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| **AGENDA/MINUTES** |
| Team Name | Deans Council Meeting Minutes |
| Date | March 26, 2018 |
| Time | 1:30-3:00p.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 | o | Kathy Kottas |
| x | Angie Maddy | x | Claudia Mather | o | Ashley Anderson | x | Mary Foley |
| Guests |
| x | Jo Harrington |  |   |  |  |  |  |
| x | Lindsay Holmes |  |  |  |  |  |  |
| Topics/Notes | Reporter |
| **Follow-up Topics*** **Assessment**
	+ Program Assessment
		- Four Academic Programs: Math, Dev Ed, HPER and Education
		- Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management, Homeland Security
		- Jo has called and email the program leads and is hearing back.
		- He will meet with each area and set goals.
		- Timeline goal will be set when he sees how program leads are doing
	+ Assessment Institute
		- Academics: Charlotte Cates, Kurt Konda, Sara Oberle, Laura Schlessiger and Danika Bielek
		- WTCE: Automotive, Kim Specht
		- GVP: Teresa Smith
		- Fort Riley/Leavenworth: Kenneth Kolembe, Jessica Fullen
		- Jo emailed all the participants and reminded them that they are involved. He will get back with them this week.
		- Someone (Sarah or Denise) will set up meetings
		- Elaine is going to talk to Mark about a FOAP number for assessment. This will make tracking expenses easier.
* Academic Integrity/Title IX Policy Quiz (project on hold until Claudia returns)
	+ Current decisions: all students regardless of venue and location; information needs to be updated
	+ Angie is working with Student Services to identify a Banner tie-in
	+ Elaine attended the Athletic Academic Integrity seminar; upcoming meeting to discuss in conjunction with idea on ethics and moral article
	+ Discussion point: frequency of participation
	+ National Conferences are talking about Academic Integrity…it is a problem everywhere.
	+ Cheating is looked at differently in other cultures. Our thought is an American class taught in English and we will apply our culture.
* Employee Appraisals & Evaluations
	+ - Adjunct (Spring) – May 25
		- PT/FT (1st & 2nd Year Non-Tenured, 3rd Year Non-Tenured, Fourth Year Tenured and 5th Year & Beyond Tenured) – March 9th
		- Staff Appraisals (WTCE to Me – May 4); Others to HR May 25
		- Elaine has five more performance appraisals to read and will then move to staff appraisals.
		- Reminder: If you have an employee situation going on a PIP, change of title, job description change, now is the time to do it.
* Course Development/OER Fees – 3rd Draft (on hold until Claudia returns)
* Dr Heilman wants OER ready for Comp I by Fall of this year
* Procedure 2511 – Grade & Attendance – Sent to Julie Knoblich & Amye Schneider; waiting for release to college family and first reading at President’s Staff.
* NISOD Award
	+ Self- Nomination Criteria – need to draft/set deadline
	+ An email will be coming out, two faculty can attend.
	+ The conference is Memorial Day weekend, faculty will need to put their name in the drawing. If a lot of faculty respond the group will have to make the decision for the two faculty that will attend.
* ACCT Awards
	+ Faculty – Due June 18th
* Finals Schedule – Evening Classes/Hybrid
	+ Sarah is working with Jane and Brian to update calendars
	+ I will update faculty once the fall ’18 semester is updated
* Committee Membership List
* Facility committee is not defunct
* Remove Information Technology committee and add BTAC
* Remove Service Enhancement committee
* Add Jack Kilby Day committee
* Add OER committee
* Add Student Authenticity and Substantive Interaction sub committees
* Certificate Completion (No H.S. Transcript/GED)
	+ Admissions Policy Updated (Angie)
	+ Shared with Dr. Heilman
	+ Submit Completions
* Student Evaluations – Process for Review/Faculty Feedback
* Adjunct Faculty Email Addresses
	+ President’s Staff Meeting (AM)
	+ Next Steps
* BOL Schedule Deadlines – Updating (Claudia)
* Program Budget Requests – April 1st
* Get updates to Mark, WTCE complete, VP and Brian in progress
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| **New Discussion Topics*** Professional Development (PD Position) & Professional Conference Days
	+ Upcoming Meetings – PCD April 12th (Bring Ideas)/PD April 16th
	+ Bring ideas for PCD
* New Faculty Orientation – Fall ‘18
* Krystall will start the process
* Traditional Adjunct Faculty Meeting – Fall ‘18
* Other Adjunct Faculty Meetings – Fall ‘18
	+ BOL Division – Student Interaction
	+ CCSSE Forum
	+ Does CEP need their own meeting (Jane will talk to Karly)
* Spring Break 2019+
* Spend more time on this topic at next meeting, invite Sarah
* Textbooks – Mark Dean’s Comments – Meetings May 14 & June 18
* Student Maximum Load – Meetings May 21 & 26
* 2019 Faculty Evaluation Project – Meeting with HR May 21
* ADA Work Group – Meetings
* Do we need a work group for this committee?
* Dean’s Council Retreat – July 10 (Ideas)
* Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little)
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| **Action Items*** Elaine will ask about launching student evaluations
* Angie will check on FR/FL distinguished instructor and student awards, how are nominations handled?
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**Next Meetings:**

**1:30pm April 16, 2018**

**1:30pm May 7, 2018**