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| **AGENDA/MINUTES** | |
| Team Name | Instructional Council Meeting Agenda |
| Date | May 30, 2018 |
| Time | 1:30-3:00p.m. |
| Location | S-139/Zoom |

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| Facilitator | | Elaine Simmons | | | | | Recorder | Denise Schreiber | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Brian Howe | | x | Jane Howard | x | Kurtis Teal | | | x | Kathy Kottas |
| x | Angie Maddy | | x | Claudia Mather | x | Ashley Anderson | | | x | Mary Foley |
| Guests | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Follow-up Topics**   * Assessment   + CATS   + Co-Curricular   + Program Assessment     - Four Academic Programs: Math, Dev Ed, HPER and Education     - Four Workforce Programs: Automotive, Medical Assistant, PN Nursing, Emergency Management & Homeland Security   + 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   + HLC Update * Employee Appraisals & Evaluations   + - Staff Appraisals     - Adjunct (Spring) – May 25     - It was suggested that if an adjunct faculty needs a follow up evaluation, could it say next Fall instead of next course?     - Adjunct (Summer) – August 31 * Course Development/OER Fees – Dedicated Meeting – July 10th   + Claudia – provide updated document for the July 10th meeting * Subcommittee Student Interaction   + Draft Recommendations   + Faculty Council’s Input   + Decisions – Expectations, Awareness, Training   + Claudia will update form to say Barton email address (not gmail etc…), take off virtual office and call it communication (main form of communication is through Canvas) * Subcommittee Student Authenticity   + Panopto – Eliminate   + Examinity/ILOS – Recommended   + Next Steps   + Claudia would like to have faculty feedback on the products. If no feedback is received she would like to look at Examinity closer. Claudia thinks that BOL will pay for the product. A timeline needs to be added/created. * Procedure 2511 – Grade & Attendance – 1st Reading Approved * NISOD Conference – Matt Connell & Kim Bradney * Finals Schedule – Fall ‘18/Spring ’19 – Move Forward? * Jane will send finals schedule for Fall 2018 and Spring 2019 * Academic Calendar   + Moving Forward with New Format   + Add BOL as It Becomes Available   + Spring Break Discussion   + Discussion was to think about less coordination with universities and more coordination with local districts. * Certificate Completion (No H.S. Transcript/GED)   + Admissions Policy Updated (Angie) * Student Evaluations – Process for Review/Faculty Feedback   + Jane’s Idea   + Make the process similar to faculty evaluations, where supervisors would look at a group of evaluations per class * Adjunct Faculty Email Addresses – Status * Cyber Training - Status * Professional Development   + Conference Days (August 8/October 8)   + New Faculty Orientation   + Adjunct Faculty Meeting | | | | | | | | | |  |
| **New Discussion Topics**   * Upcoming Events   + June 13 – Fort Leavenworth   + Student Interaction Faculty Forum (BOL Division Meeting+)   + CCSSE Survey Results – Faculty Forum * Upcoming Project Meetings   + Textbooks – Mark Dean’s Comments – Meeting June 18   + Student Maximum Load – Meetings June 6 & 26   + 2019 Evaluation/Appraisal Project – Summer Demos with HR   + New Faculty Orientation – Meetings June 4, June 28 & July 25   + Adjunct Faculty – June 27 & July 25   + Instructional Council Retreat – June 5   + Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little) * New Work Groups   + Professional Development Steering Council   + Academic Integrity Council   + Staff Council   + Student Advisory Council   + Teaching & Learning Institute * LICC Membership * Membership is rotating four people off LICC and one member leaving the college. * Brian envisions LICC to be a curriculum meeting. He will send an email to call for new committee members. * Instructional Council Charter   HLC Conference Outcomes/Projects & Initiatives   * + Enhanced Program Review – Materials from Session   + Strategic Planning Approach – Implementing This Summer   + New Faculty Orientation – Starting Implementation This Fall   + Teaching & Learning Institute   + Accreditation Awareness – (Criterion #3 & #4) – Instruction | | | | | | | | | |  |
| **Action Items**   * Send ideas for charter changes by Thursday June 7 | | | | | | | | | |  |

**Next Meetings:**

**June 5 – Retreat; June 18; July 10 (with extra developmental meeting)**