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| **AGENDA/MINUTES** | |
| Team Name | Instructional Council Meeting Agenda |
| Date | June 18, 2018 |
| Time | 2:45-4:15p.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 | | | | | | | | | | |
| x | Matt Connell | |  |  |  |  | | |  |  |
| x | Kim Bradney | |  |  |  |  | | |  |  |
| Topics/Notes | | | | | | | | | | Reporter |
| **Guests: NISOD Attendees: Kim Bradney & Matt Connell**  **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   + Accreditation Update * Employee Appraisals & Evaluations   + - Adjunct (Spring) – May 25     - Adjunct (Summer) – August 31 * Course Development/OER Fees – Dedicated Meeting – July 10th   + Claudia – provide updated document for the July 10th meeting * Subcommittee Student Interaction   + Approved Recommendations – Canvas Appraisal Rubric (Updated)     - Faculty Training Plans   + Student Interaction/Engagement Definitions – Expectations   + Perhaps have faculty speak at BOL division meetings   + Todd will train at the BOL division meetings and will put examples on “how to, what to do, how to do it”.   + All instructors need to have bartonccc.edu email addresses in their canvas profile.   + Elaine feels we should be prepared to tell online faculty what our definition of student interaction is and tell them what we want them to do. Treat all instructors as brand new and tell them what we expect. * Subcommittee Student Authenticity   + Examity Faculty Feedback   + Claudia will respond to faculty that had questions and bring them back to Instuctional Council.   + Elaine feels that the product does not need to have another demo. If the product is purchased all online instructors will be expected to use the tool.   + Claudia will make a timeline for a rollout (six months).   + Recommendation     - Panopto     - Examity/ILOS   + Next Steps * Procedure 2511 – Grade & Attendance – 2nd Reading (June President’s Staff Meeting) * Finals Schedule Update (Howard)   + 18-19, 19-20, 20-21 * Academic Calendar   + Moving Forward with New Format; Add BOL As Available   + Spring Break Discussion   + Elaine will write area school districts and let them know universities are not aligning spring break.   + Pick a week in March, perhaps the second full week in March and ask service area school districts to align with Barton. * Adjunct Faculty Email Addresses – Status * Cyber Training – Status * OER   + President’s Staff Presentation Next Week   + Draft Guidelines * LICC Report (Howe)   + Membership   + Loosing – Rose Cain, Mike Cox, Cheryl Lippert and Karen Kratzer will bring in a shadow to learn her spot.   + Volunteers – Lawrence Weber, Marlo Chavarria, Jamie Able Erica Jenkins, Todd Mobray and Karly Little   + General Education Project | | | | | | | | | |  |
| **New Discussion Topics**   * Instructional Council Charter Draft * Instructional Council Strategic Goals Draft * India Testimonial – Student * College Catalog (Maddy) * Bulletin Deadlines (Crowther) * Curriculum Guide Management (Divisions/VPI Office) * Upcoming Events   + FHSU Signing Event   + BOL/Student Services/Business Office Retreat (July 18)     - Focus on Student Service Processes     - Focus on Elimination of Genius   + BOL Division Meeting   + Professional Conference Days (August 8/October 8)   + New Faculty Orientation   + Adjunct Faculty Meeting   + USD Annual Partner Meeting   + CCSSE Survey Results – Faculty Forum   + Higher Education Day * Upcoming Project Meetings   + Student Maximum Load – Meetings June 26   + 2019 Evaluation/Appraisal Project – Summer Demos with HR   + New Faculty Orientation – Meetings June 28 & July 25   + Adjunct Faculty – June 27 & July 25   + USD Planning Meeting – July 10, August 21, September 19 & November 23   + Executive Leadership Meeting – July 12 (New Members: Kim Bradney & Karly Little) * New Work Groups   + Professional Development Steering Council (Done)   + Academic Integrity Council (Done)   + Staff Council (Ashley)   + Student Advisory Council (Angie)   + Teaching & Learning Institute (Claudia & Kathy) * Student Evaluation Project * Student evaluations deploy eight days before the final if you are in a shell. A student can click through the evaluation. * Jane feels it doesn’t work well for high school students. * Brian, Ashley and Mary don’t like evaluation tool. * All agree that students should have a voice, but feel the student voice should talk more about adjustments within the course. * 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**   * Claudia forecast BOL schedule for 2020, 2021 and bring to July 10th meeting * Talk tech request form at July 10th meeting, Michelle is going to change the current form * Add student evaluations to strategic goals * Shall we schedule a meeting and bring Caicey in to talk student evaluations? | | | | | | | | | |  |

**Next Meetings:**

**July 10 (with extra developmental meeting)**

**July 31**

**August 21**

**September 10**