**Instructional Council Retreat Minutes**

**Tuesday, June 5, 2018**

**10:00a.m.-2:00p.m.**

**L116**

10:00-10:30a.m. Treats & Year Review

* What is working, not working?
  + Ashley – love this team, the addition of the ED’s was huge, she has learned a lot from them and values their input
  + Mary – more cohesive group, she feels more comfortable calling all of hem
  + Jane- the focus on instruction and academic integrity is huge. Elaine always let all members know what is going on, more of focus on instruction.
  + Claudia – the college as a whole has come together, also as a group and the college, as a result of this group, has come together.
  + Angie – the college has come together, looking at things more globally.
  + Elaine – Remember to always share, she is proud of this team and feels that this team is leading the institution.
* What are we missing?
  + Jane – feeling that we focus on everything and don’t get anything done. She feels frustration that she spends a lot less time with the people she supervises
  + Brian – doesn’t have a lot of experience, he feels it is hard to clean up what goes ignored. With the increased number of meetings there are things in his division that have been set aside. He knows the things he would like to do may not happen because things pop up.
  + Ashley- past VP's didn't like confrontation and you have made her stronger by letting her know the truth and she appreciates the openness. She also feels that Elaine always has her back.

10:30a.m.-12:00p.m.

* Review of the College’s Strategic Priorities & Current Goals
* Review of the College’s Mission Statement, Vision Statement & Ends
* Review of HLC Accreditation Criterion #3 & #4/Core Components
  + Criterion 3
    - Claudia 3.C. – Staffing with the new BOL schedule
    - Jane 3.C. – The instruction evaluation, make sure we are consistent
    - Mary 3.A. – Consistency of what is being taught
    - Kathy 3.A. – Quality goals, textbooks
    - Ashley 3.B. – General eds, our general eds are not in alignment this is also consistency
    - Brian 3.A.-E. – Engaging students in learning, diversity, learning spaces cannot be manipulated.
    - Angie 3.D. – Orientation modules, could unify students
    - Angie 3.E. – The need to focus on co-curricular programming and demonstrate the claims we make
    - Elaine – Teaching and learning resources, student learning goals
* Criterion 4
  + - Jane 4.A. – Dual credit needs to be the same as what we are teaching on campus, as what we teach at FR/FL
    - Jane 4.B. – We have a lot of information and we need to learn the date
    - Elaine – Evaluation, the success of our students
* Discussions - Instruction’s 2018-2019 Goals
  + Consistency of instruction across all institution (drive student success and institutional effectiveness
  + Student engagement in the learning process, (drive student success)
  + Improve data review i.e. student evaluation CCSSE and iPeds,  (institutional effectiveness)
  + Develop a consistent more efficient method of faculty evaluation, (instructional effect invests, drive student success, optimize employee experience)
  + Retention persistence completion. (Student success)
  + Retention, CCSSE analysis, analysis data, analyze effectiveness and messaging across institution.
  + Consistency of instruction, OER discussion
  + Instructors are evaluated in a common process, using data from classroom level to global to improve student learning,
  + Engagement of student learning experience by updating the learning spaces and supply and professional development on teaching in learning spaces
  + Ensure faculty have access to continuing education to stay current in their field.
  + Faculty staff orientation, (professional development)
  + Teaching and learning PD "institute", Gen Ed, academic integrity,
  + Program review, (institutional effectiveness)
  + Student engagement / instructional alignment
  + Look at what we are doing, or brainstorm activities that will help us achieve this:
  + Constancy of instruction across the institution –
    - IC group review the expectation for KBOR for consistency in CEP courses
    - Utilize as a resource the master shells, have textbook conversations
    - Faculty chat time i.e. Meetings emails trips.
  + Student engagement
    - This will headline at the BOL division meeting
    - Student advisory council
    - Bring faculty tools to get out of lecture mode

12:00-12:45p.m. – Lunch

12:45-1:45p.m. – Finalize Instruction’s 2018-2019 Goals

1:45-2:00p.m. Debrief/Treats

* + Before we start strategic planning wishes bring Mark Dean to an Instructional Council meeting to see what he wants on wish list, what on the budget. This should be done in September (invite Mark to instructional council meeting)
  + Improve data review, student evaluation, look at all students (successful and those struggling)
  + Faculty evaluation - HR set a meeting to demo a new tool
  + Professional development for faculty, Elaine is going to send out a request for teaching and learning institute/center.
  + Gen Ed is in motion, LICC etc....Brian is getting feedback from his email
  + Program review