

**INSTRUCTIONAL COUNCIL**

**DRAFT** Minutes  
Fishbowl – **02/05/2016**

- In attendance:
- Della Dubbe
  - Chad Hickox
  - Mike Wiederhold
  - Mary Lannert
  - Robyn Kiesling
  - Sandy Sacry
  - Jan Clinard
  - Tammy Burke

Also in attendance: **Hayley Blevins** (recorder), **Mike Brown**

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**Cross Divisional with Mike**

- Student Engagement Survey
  - Will be in March
  - Will know which classes soon
  - Will have a training
  - New Student Survey portion will happen in Fall
- Remind staff to complete surveys for the all college meeting
- DACUM survey is out
- Course Evaluations
  - Move to Qulatricks instead of Moodle
  - Still the same format
  - Will hopefully increase number of evaluations completed
  - Hayley is in charge of

**Round Table**

- Jan
  - Capital High got Pathways books
    - Dual Credit Classes listed in red
    - PDF will go on websites
- Della
  - Unified Resource Management contract was signed
  - UM sends MOU next week
  - Working with Chad on how to test Information Literacy
- Hayley
  - Catalog
  - Working on making changes
  - Will send out second revisions Feb 29
  - Formatting will be in the final revisions
- Sandy
  - First step of accreditation is done
    - 2<sup>nd</sup> step is committee review
      - Things can change here

- 3<sup>rd</sup> step is Advisory Board review
- Accreditors were surprised to see maintenance at the meetings
- Accreditors said we are only ones to have 100% pass/employment/completion
- Got an accommodation for coaching our 2.4 students
- Tammy
  - Perkins Site Visit
    - Includes self-study
    - Will be asking for help
  - Trades Showcase
    - Will have monster trucks and the Blackhawk
    - Advertising starts in March
    - Set for April 22<sup>nd</sup>
    - Need safety glasses and sanitation method
    - Will have employing companies there (Boeing, Pioneer, and Wyoming Machining)
- Robyn
  - Schedules are due by Friday
  - Hiring for some full time faculty (Accounting and OT)
  - Donaldson Event
    - Would be an expo for families
    - Budgeted for three events
    - Need a committee to plan (Della volunteered)
  - Mary and she are going to San Diego for non-credit/credit training
- Mary
  - Finished some customized trainings
    - Department of Transportation \$20,00 contract
    - DHPPS Technical Writing
    - Department of Revenue meeting Feb. 16 1:00
  - Study Abroad
    - Have 9 students for credit
    - Need someone to write curriculum for Scotland
    - Rick wrote a curriculum for the Amazon trip and Amy for Hong Kong trip
  - Master Naturalist Course
    - Credit for teachers
    - Might expand later
  - Going to a Health Community meeting with Sandy next week

## Deliverables

- Meetings
  - Will keep as topical discussions and less agenda
  - Cover big items as they occur
- Supplemental Advising
  - Was a pilot project
  - For students that appealed financial aid, but might extend to all on academic probation
  - Had mixed results
  - Group is meeting soon
  - Was not covered in DACUM for advising
- Dual Credit

- Age waiver form is being revised
- Subcommittee will review instructor requirements
- OCHE wants to increase dual enrollment by 400%
  - Wanted in CTE
  - Nursing could be some dual credit course
- Trades classes are tough for dual credit
  - Students want fun work
  - Costs are high
  - Must retain rigor
- Maybe students come here
  - Issue with credit for credit certificates
    - Teachers with a class with 4 students get 3 free credits of tuition and it transfers
    - Also get \$500 stipend
  - Classes would have to be at times students are available and teachers have to be class 8 license
- Bryant Elementary
  - Partner with them
  - Lowest income and performing school
  - Could do themes
    - Dental
    - Health
    - Nutrition
    - Fire safety
    - Audiological
    - Dr. Seuss read along
  - Jan worked with them before
- Foundation Event
  - Feb. 11 5-7
  - John Hartman and Nathan Munn will have tables
  - Will have 3D printer running
- DACUM and All College results
  - Groups are working on ideas from the meetings
  - Need to follow through
- Faculty Evaluation Process
  - Would like to include professional development
  - Need to find schedule for who is up for evaluations
  - Non-tenure is every year tenure is every three
- Professional Development Feb 16
  - Contextualized learning
  - All faculty can attend in the morning
  - Afternoon is target conversations
  - Could do Costco pizzas or snacks
  - Later is advising
    - Kim for Elementary Education
    - CT
    - Social Work
    - Criminal Justice
    - Math