

KALAMAZOO VALLEY COMMUNITY COLLEGE
Academic Leadership Council
Meeting Minutes
1:15 pm
Friday May 5, 2017
TTC 4380

Present: Officers and voting members: C. Almeda, G. Barton Beery, K. Dockerty, K. Grubka, S. Hughes, P. Jonas, R. Kraas, E. Martin, N. McClure, J. Ott, D. Pantaleo, A. Rodgers, C. Schauer, J. Shouldice and S. Walman.

Non-voting attendees: D. Bertch, T. Buszek, A. Cederberg, D. Coates, M. Collins, L. Cosby, B. deDie, G. Fredericks, D. Lindsley, D. McCurdy and B. Reynolds.

1. Call to Order-The meeting was called to order at 1:16pm
2. Meeting Minutes of April 7, 2017-Stand as written
3. Review/Revise/Approve Agenda-There were no changes.
4. Guests
 - 4.1 Financial Aid and Program- Alisha Cederberg discussed changes in the Financial Aid program. Beginning in winter 2018, only those classes that are in a student's Program of Study will be covered by financial aid. The college can be liable for overpayment so monitoring is necessary.
5. Officer Reports-
 - 5.1 Chair- Kevin Dockerty reported that the executive committee met with Dennis and Marilyn yesterday.
 - 5.2 Vice Chair- Philipp Jonas reported that only one person responded to his request for input on ALC meeting dates.
 - 5.3 Secretary- Cynthia Schauer-No report
 - 5.4 Master of Committees- Jenny Ott-No report
 - 5.5 Faculty Liaison- Steven Walman-No report
 - 5.6 Parliamentarian- Mary Dey-No report
6. Academic Services
 - 6.1 Course & Curriculum- Dennis Bertch brought forth the following course and curriculum changes (see handout).
 - A motion was made to inactivate CIS 232. The motion was seconded and carried.
 - A motion was made to accept course revisions for 2.1-2.6. The motion was seconded and carried.
 - A motion was made to accept new courses 3.1-3.3. The motion was seconded and carried.
 - A motion was made to accept program revisions 4.1-4.6. The motion was seconded and carried.
 - A motion was made to accept a new program 5.1. The motion was seconded and carried.

6.2 Other-Dennis Bertch reported on five other items.

- Academic dishonesty-We have seen an uptick in academic dishonesty over the last few weeks including the use of specific websites to post materials. Dennis asked that faculty be vigilant and be aware of various websites. Jenny agreed to post websites on the ALC Moodle page for all faculty. Chairs were asked to communicate this information to full time and adjunct faculty.
- Department Chair IU's.-Dennis is still working on this and has given the deans a draft of the policy to review.
- Director of Libraries-This job has been posted.
- CCSSE-Mel VanAntwerp reported that 93% of the faculty who were asked to participate did so. Student participation rate was 65%. We are considering participating in the CCSSE and the CCSFE every other year.
- Customer Relations Management-The College is looking at two vendors that will allow the college to manage communication with students using email, text and digital media from prospect to graduate. There will be two informational meetings with each company. TargetX will be here Wednesday, May 17 from 10:30-12:30 and 2:00-4:00 in room 9130. EnrollmentRX will be here Thursday, May 18 from 10:30-12:30 and 2:00-4:00 in room 9130. Your feedback is much appreciated.

7. Unfinished Business

7.1 Early College Announcements-Deb Coates reported on several issues.

- Thank you to the faculty who worked with the EC students.
- Honor cords in KVCC's colors will be given to 12th grade students to wear during their high school ceremony this year and at KCVV's commencement next year.
- Fifth Year first Friday seminar series will meet for 60-90 minutes to help students transition into college or the workforce.
- Deb received alerts about one Early College and three dual enrolled students.
- One student from Schoolcraft High School received an Associate's Degree on April 30 and will graduate from SHS later this spring.
- K-RESA's STEM Project Lead the Way will be here May 12 from 11:30-1:00.

7.2 Enrollment Task Force-This group meets every other Monday. The next meeting is Monday, May 15. The group would like to have faculty members so please email Mike Collins if you are interested.

8. New Business

8.1 The ALC excused the administration and then voted on several issues concerning their group.

- A motion was made to amend the bylaws so that the chair, secretary and parliamentarian are elected in even years and the vice chair, master of committees and faculty liaison are elected in odd years. The terms will start at the beginning of the fall semester and be of a two year duration. The motion was seconded and carried unanimously.

- A motion was made that Kevin Dockerty be allowed to finish the term of Chair until the 2018 fall semester. The motion was seconded and carried unanimously.
- A motion was made that Cynthia Schauer be allowed to finish the term of Secretary until the 2018 fall semester. The motion was seconded and carried unanimously
- A motion was made to elect Steve Walman to Faculty Liaison for a two year term. The motion was seconded and carried unanimously.
- A motion was made to elect Philipp Jonas to a two year term for Vice President. The motion was seconded and carried unanimously.
- A motion was made to elect Jenny Ott to Master of Committees for a two year term. The motion was seconded and carried unanimously.
- A motion was made to have a meeting on June 2. The motion was seconded and carried.

9. Meeting dates times

9.1 Upcoming meetings-A motion was made to accept the proposed meeting dates for the fall 2017 semester. The dates are August 31, September 29, November 3 and December 1. The motion was seconded and carried unanimously.

10. Other

11. Adjournment-The meeting adjourned at 3:15pm.

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