

Kalamazoo Valley Community College

Academic Leadership Council

Meeting Minutes

1:00 pm

Friday, November 3, 2017

Texas Township Campus – Room 4370 & 4380

Present: Officers and voting members: C. Almeda, J. Arndt, J. Brady, B. deDie, K. Dockerty, H. Fish, K. Grubka, P. Jonas, R. Krass, E. Martin, N. McClure, A. Moss, S. Myers, C. Oliphant, J. Ott, S. Ott, D. Pantaleo, B. Purdy, A. Rodgers, C. Ross, C. Schauer, J. shouldice, and S. Walman

Non-voting attendees: D. Bertch, T. Buszek, D. Coates, M. Collins, L. Cosby, P. Eagan, G. Fredericks, P. Henning, D. Lindsley, C. Olsen, B. Reynolds, B. Taraskiewicz, and M. Walters

1. Call to Order – The meeting was called to order at 1:03 pm.
2. Meeting Minutes of September 29, 2017 – Item 7.1 was amended to include acknowledging the student discussion about accountability.
3. Review/Revise/Approve Agenda – None
4. Guests – Sarah Hubbell – Provided data on withdrawals indicating a decrease from Winter 2014 to Summer 2017.
5. Officer Reports –
 - 5.1 Chair – Kevin Dockerty informed the group that the Enrollment and Retention committee is focusing on retention and that this is the Colleges focus as of now.
 - 5.2 Vice Chair – Philipp Jonas shared the one question survey results “Do you administer exams to students outside of the classroom?” 62% - no, 5% - during class time, and 33% outside of class time. There will be no survey for November.
 - 5.3 Secretary – Cynthia Schauer – Nothing to report
 - 5.4 Master of Committees – Jenny Ott – Nothing to report
 - 5.5 Faculty Liaison – Steven Walman is working on a proposal for compensation for instructors who advise student clubs.
6. Academic Services –
 - 6.1 Other – Dennis Bertch -
 - Introduced the new Director of Libraries Mark Walton and encouraged the committee members to stop by and welcome Mark to KVCC.

- The College is moving forward with initiating the ASAP Program (Accelerated Study in Academic Programs) which will be called KVAAP (Kalamazoo Valley Accelerated Associates Program) will be implemented for the Fall 2018 semester start date at the Arcadia Commons Campus.
- Classroom observation forms for adjuncts rating moving from 4 to 5 to better reflect the institutional requirements.
- Dean Tom Buszek is retiring as of December 31. Dennis will be meeting with various occupational faculty for their input on the position.

7. Unfinished Business

7.1 Early College – Deb Coates

- A motion was brought forth to have ENG 11, BUS 101, BUS 106, BUS 108, HUM 101 (MOU 2) to be offered at Comstock High School. The motions was carried and passed and the Department Chairs gave their approval.
- Offering ENG 111 (MOU 2) at Schoolcraft High School this winter semester was discussed. This issue was discussed and a reasonably resolution was met.
- Concerns were mentioned in regards to there being no written policy for Early College courses.

8. New Business

8.1 Withdrawal Policy – Stephen Louisell provided draft language for the withdrawal policy that was encouraged to be included in Course Assignment Schedules. It was suggested that instructors insert withdrawal language in future CAS and to add this language to Moodle for the current semester.

8.2 Placement Tests/GPA – Denise Lindsley brought forth a new proposal for First Time In Any College (FTIAC) students. A ‘decision zone’ was identified on the SAT and Accuplacer assessments that would require a high school student to bring in their high school transcript in order to be place in college level courses. The motion was seconded and carried.

8.3 IU assignments for new hires – Jacob Ardnt brought to the committees’ attention the necessity of the Instructional Units forms being adhered to. Faculty who sign the equalized load document should not exceed 18 IUs per semester in their teaching load. A motion was presented that first year term appointees will have their work load signed off by Dennis Bertch. The motion was seconded and carried.

9. Meeting dates times

9.1 Upcoming meetings – Fall 2017 – Friday Meeting Date (all 1pm)

- December 1 at 1pm in Rooms 4370/4380

-Winter/Spring Schedule – Philipp Jonas

- Regarding ALC meeting dates for winter semester, contact Philipp Jonas with suggestions. Tentative dates are during Seminar Days, Feb. 2, Mar. 2, Apr. 6, May 4, June. 1 (if needed) at 1pm.

10. Other –

- Please consider joining a committee that is being formed to address issues in the Early Alert system. This committee will discuss the purpose and function of Counselor Connection and more balanced approach with faculty intervention and student responsibility in order to assist with overall student retention and success. Contact Laura Cosby if you are interested in joining.

11. Adjournment – The meeting adjourned at 2:26 pm.