

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, November 6, 2020  
Zoom

**Present:** Officers and voting members: C. Almeda, C. Barrett, D. Benard, J. Brady, K. Dockerty, H. Fish, K. Fuchs, C. Gearig, K. Grubka, V. Hileski, P. Jonas, T. Keena, D. Loucks, E. Martin, N. McClure, C. Oliphant, J. Ott, S. Ott, S. Pearson, B. Purdy, K. Rivard, J. Rix, C. Schauer, J. Stotz-Ghosh, S. Walman

**Non-voting attendees:** J. Abbott, R. Bair, A. Cederberg, D. Coates, L. Cosby, W. deDie, L. Depta, P. Eagan, G. Fredericks, T. Hamann, P. Henning, P. Joswick, T. Labadie, D. Lindsley, W. McElhone, G. Meeuwsen, K. Miller, B. Murray, C. Olson, C. Pruis, W. Reynolds, B. Talsma, J. Wagner, M. Walter, M. Washington

1. Call to Order – 1:01 p.m.
2. Review/Revise Agenda- Dr. Washington will give updates on the behalf of Mike Collins.
3. Meeting Minutes of October 2, 2020- Approved- change V. Hileski from non-voting to voting member.
4. Guests –
  - 4.1. Sarah Pernie & Paige Zaida
    - Sarah Pernie gave the welcome and introduction to Paige Zaida, Nursing Clinician. Paige will be learning about nursing in college communities.
  - 4.2. Allison (Grimes) Moore
    - Paige Eagan gave the welcome and introduction to Allison (Grimes) Moore the new Associate Director for Accreditation and Continuous Quality Improvement Initiatives. Allison will be in the offices for Institutional Research. Allison was a previous intern at KVCC in the International Students Department.
  - 4.3. Dave Zokvic
    - Gail Fredricks gave the welcome and introduction to Dave Zokvic the new Instructional Designer. Dave started on October 19. He brings three years of experience from Spring Arbor University. Dave will be assisting the faculty with accessibility and course development and design.
  - 4.4. Tracy Corbett, Student Employment Relations Liaison: Student Veterans & Employment Services
    - Charles Heidelberg, Veteran Coordinator informed the group that there will be a reduced Veteran's Day celebration. There are approximately 200 student veterans on campus. Veteran students receive a 50% discount in the cafeteria. The campus has CAC readers, this will provide the Veteran students with need

benefits information and forms. Brett Haddow is a Veteran Success on campus and Stacy Hoffman is the certifying official.

- Understanding Veterans on Campus – 1-hour Zoom webinars for faculty/staff.  
Thursday, November 12: 1-2pm and Monday November 23: 9-10am  
To Register -- <https://p2.kvcc.edu/staffdev/events?type=Scheduled>
- Mary McConnell & Tracy Corbett provide employment services to students. Online access to assessments to help students decide on a career. These online resources are available to anyone who visits the website.

#### 4.5. Louis Thomas

- The KVAAP program had a winter 2020 graduation rate of 27%, 42% for fall 2020. Three-year graduation projection is 60%. Student feedback on their faculty experience is positive with remote learning going well. KVAAP is still accepting students for the winter 2021 semester.

#### 4.6. Bob Badra Scholarship Fund

- Linda Depta informed the group that the Bob Badra Scholarship Fund as been implemented. There is a goal to raise \$20,000 which will allow the college to provide 20 students with a \$1,000 scholarship. To donate go to <https://www.kvcc.edu/foundation/>

### 5. Officer Reports

#### 5.1 Chair – Jenny Ott

- Drive-In Graduation in December will take place in KVCC parking lot. Faculty can attend but are not required to attend. More information to come.
- "State of the College" Town Hall meeting from Dr. Washington being planned for December- annual report to the college community.
- Reminder – Bookstore orders are due Monday, November 9.

#### 5.2 Vice Chair – Philipp Jonas, no report

#### 5.3 Secretary – Cheryl Almeda

- Course syllabus committee is continuing to meet. The group is updating links. Additional report to come in December.

#### 5.4 Master of Committees – Cynthia Schauer

- Committee on Committees report- next meeting is November 18.

#### 5.5 Faculty Liaison – Steve Walman, no report

### 6. Academic Services – Paige Eagan

#### 6.1. Course & Curriculum Committee

- New course ELT 104 (see handouts) motion to approve brought by E. Martin, 2<sup>nd</sup> by C. Gearig. Motion to approve new course passed.

6.2. Mi-BEST and the Trellis Financial Wellness Survey- this survey will be closing on Monday. This survey has had a 10.9% response rate to date. Reminders were sent to KVCC email and personal email address. We will receive a report from Trellis containing the results.

6.3. Small Group Discussions- Thank you from P. Eagan to those who have attended these sessions. There are still opportunities to sign-up for these discussions. Go to HR portal to register. Additional dates will be added soon that will go into December. All are welcome to attend!

6.4. Safety/PPE updates- A communication will be coming out next week about this. Those teaching in lab settings will be asked to wear eye protection as an additional step.

6.5. Kalamazoo Valley Museum and connection with other areas of the College-Director of the Museum, Bill McElhone is looking to redesign the website and to complete rebranding. He is looking for faculty input on this redesign. Will be working with a local design company for direction on the re-branding. Will also be asking the Kalamazoo community on re-design feedback. Looking for more ways to collaborate with virtual options. The potential re-opening of the museum will not be made public. This will take place once details are confirmed.

6.6. Assessment ILO update and recommendation-Update from D. Coates. She let us know that we are in the 2<sup>nd</sup>-four-year cycle when COVID happened. Suggested that this process will be modified to a five-year cycle. Department will be given two options. Option A will be to continue, or option B will be to start over. Projected to be back on track and completed by 2024.

6.7. Academic Calendar 2021-2022- future calendars will have work groups that will provide feedback and two-years of calendars projected out.

6.8. Incomplete Contract- this workgroup will be meeting next Tuesday. Further updated will come at December ALC meeting.

## 7. Early Middle College – Deb Coates

7.1.MAT program HCR 116, Dee Loucks has been working with the EFE health career partners and is looking to move the HCR 116 to direct or dual credit. MAT will be offering two sections of MOE 3. D. Coates brought a motion to approve HCR 116 as MOE 3, motion to approve brought by S. Ott and 2<sup>nd</sup> by K. Grubka. Motion passed.

7.2.Request of use CASPeRs for EMC/DE students- Including EMC and DE students on caspers will help when it comes to grade reporting. This will be beneficial to both faculty and students. If these students fail a class, it can affect their high school

graduation. There is also an impact on state dollars. Vote of support to use Caspers for EMC/DE was brought forth by S. Ott, 2<sup>nd</sup> by K. Dockerty. Vote of support passed.

7.3. Discussion of graded work in classes- Request for Department Chairs to discuss with faculty.

7.4. Update on new law impacting summer class enrollment- new laws may pass allowing for EMC/DE students to take summer classes and to start in their freshman year.

8. Ed2Go and Groves update – Kate Miller reported that all academies are going strong and are taking place in person. Corporate training is taking place on a case-by-case basis and the class size is limited to four. Virtual platforms are continuing to grow. Ed2go will have two new offerings coming soon.

9. Online learning- Gail Fredericks

9.1. Virtual Summit Days will be held on January 7 & 8, 2021. The order will be different this time with the College wide taking place on Thursday and the faculty session taking place afterwards. Amy Schmidt from the Groves will be help with the Summit. Reach out to Gail Fredericks or Amy Schmidt with questions.

9.2. Turn-It in.com is a plagiarism software that will integrate with Canvas. Mark Walters will be assisting with this implementation. Looking for five volunteers to test this software out.

10. Unfinished Business – no report

11. New Business –

11.1. WFC and KVM Reopening- Dr. Washington spoke on behalf of M. Collins. For the Wellness and Fitness Center, there will be a phased in reopening. Protocols will need to be followed for the space to stay clean. The KVM could be opening on November 17 with strict guidelines in places. Participants would need to pre-register and visit would be for 90 minutes.

11.2. COVID Student Support- Laura Cosby has formed a small committee to obtain feedback from students regarding any learning problems associated with COVID. This committee is looking for ways to intervene with any student issues for the winter 2021 semester. Laura would like feedback from this group to bring to the committee.

12. Outstanding Issues

12.1. COVID on Campus- Dr. Washington spoke on behalf of M. Collins in that updates will come on a periodic basis. The College is prepared to pivot to online learning if needed.

- 12.2.EvaluationKIT- M. Morehouse reported on the response rate results for course surveys for Terms H & 5. Term H had a 85% response rate and Term 5 had a 71.9% response rate. Reminder to faculty that students do receive a Certificate of Completion for the surveys that they take.
- 12.3.ALC Officer Elections will take place at the December meeting. The available position are Secretary and Chair.

13. Upcoming meeting dates & times –

- 13.1.Friday, December 4, 1:00pm via Zoom
- 13.2.TBD, January Summit Day via Zoom
- 13.3.Friday, February 5, 1:00pm via Zoom
- 13.4.TBD, March
- 13.5.Friday, April 2, 1:00pm via Zoom
- 13.6.Friday, May 7, 1:00pm via Zoom

14. Other –

- 14.1.Tracy Labadie introduced Karen Rivard the new Faculty & Director of Law Enforcement.
- 14.2.Recognizing & congratulation to the Nursing Department for receiving their accreditation!!
- 14.3.Cynthia Schauer shared an Acknowledgement of Gratitude letter that was written by the faculty to the entire college community for the efforts put forth with the many changes due to COVID.
- 14.4.Round Robin- Cheryl Almeda encouraged future ALC meetings to share any initiatives that areas having accomplished that involve going above and beyond for our students and college community.
- 14.5.Denise Lindsley if faculty have a student that needs accommodation to reach out right away to either the FSC or Office of Student Access.

15. Adjournment – 3:01 p.m.