

Academic Leadership Council  
Meeting Minutes  
3:20PM  
Wednesday, September 1, 2021  
Zoom

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

**Non-voting attendees:** M. Adams, D. Alexander, S. Baiers, N. Bergan, A. Brandt, A. Cederberg, R. Cipicic, D. Coates, W. deDie, D. DeLuca, L. Depta, R. Durkee, P. Eagan, H. Fish, G. Fredericks, D. Feutz, P. Joswick, K. Kerstetter, T. Labadie, D. Lindsley, A. Marsh-Peek, D. Martin, A. Moore, D. Multer, C. Pruis, J. Ratliff, W. Reynolds, B. Talsma, J. Talwar, T. Sypris, J. Wagner, M. Walters, M. Washington, L. Wells, T. Welsh,

1. Call to Order – 3:22pm
2. Review/Revise Agenda- Remove item 7. Faculty Support - Gail Fredericks
3. Meeting Minutes of May 20, 2021- approved
4. Guests
  - 4.1.Tim Welsh – Cybersecurity Awareness,
    - Regular computer lab hours for the fall semester.
    - Reminder the computer lab is located in the commons.
    - Faculty reminder that there is a technology help button in classrooms if issues arise.
    - Students may check out hot-spots and laptops from the library.
  - 4.2.Gail Fredericks – Faculty Support,
    - Faculty need to go through the vetting process for any third party plug-ins request for Canvas.
    - Adjunct on-boarding is taking place via a virtual component. FSC is able to accommodate a one-on-one onboarding. Two onboarding sessions will be held at the end of the semester for winter 2022 adjuncts. If you have new adjunct please let Gail know.

## 5. Officer Reports

### 5.1 Chair – Jenny Ott

- ALC team did meet with administration over the summer.
- Congratulations to Faculty Instructional Award winners.
- L. Depta introduced new KVCC Foundation Officer Dana DeLuca.

### 5.2 Vice Chair – Philipp Jonas

- no report

### 5.3 Secretary – Cheryl Almeda,

- New task force that is working on the KVCC mission statement. Will be asking for input from faculty, staff, and students.

### 5.4 Master of Committees – Cynthia Schauer

- no report

### 5.5 Faculty Liaison – Steve Walman

- no report

## 6. Academic Services – Paige Eagan

### 6.1. Modalities Memo (Delivery Pilots and Definition Change)

- Opposite of kick start with in-person classes at the end of the semester
- New definition for blended can be anywhere between 80/20 percent.

### 6.2. Faculty Qualification with Allison Moore and Philipp Jonas

- Task force is looking at HLC guidelines through a multi-step process. Draft policy was created that included minimum qualifications.
- Action items, review draft policies, and provide detailed info for each course.
- A. Moore will share out a link to these docs on the G-drive.
- Targeted goal is to collect information over the fall semester.
- Looking for feedback on this process.

### 6.3. Committee Assignments

- The College is seeking a well-rounded and diverse approach to committees and their work.
- Communication was sent out to all full-time faculty asking them to be part of committees in an effort to have faculty representation.
- For questions reach out to your dean.

### 6.4. Student Services Updates –

- Welcome to Nkenge Bergan the new Assistant to the Provost & Vice President for Student Development Services
- Working on One-Stop-Shop concept, Inside Out/events, Tie It Up Tuesdays, and Finish It Fridays.
- One-Stop concept initial planning with internal offices and an outside consultant. More information will be coming as this process develops.
- Inside/Out events took place this summer and were a catalyst to Tuesday & Friday events. These additional events did increase traffic for student services.
- Student Services snap-shot informational sheet will be available next week.

#### 6.5. EAA (Excellence in Academic Advising) update

- Work is continuing with seven task forces. A partial pause took place on these efforts during peak registration times. Work will continue mid-September.

#### 6.6. Other

- Reminder of KV Focus and KV Focus Plus as a great resource on what is being communicated to students.
- Office hours for this semester if you are teaching face-to-face and blended course, refer to the faculty contract.
- Virtual classes need to have a faculty response within 24 hours. Office hours do not have to be held in person.
- Congratulation to E. Martin on his Michigan Community Colleges 2021 Outstanding Faculty Award.

#### 7. Unfinished Business

- no report

#### 8. New Business

- no report

#### 9. Outstanding Issues and Updates

##### 9.1. Covid Updates – Dannie Alexander

- Clinic will be held at TTC on Sept. 8 from 11am to 2pm. This clinic is open to student, staff, and community members.
- Go to the college's COVID website for the most update information.

#### 10. Upcoming meeting dates for 2021-2022

##### 10.1. Friday, October 1, 2021 @ 1pm on Zoom

- 10.2. Nov. 5, 2021 @ 1pm
- 10.3. Dec. 3, 2021 @ 1pm
- 10.4. Summit Days, TBS – Jan. 2022
- 10.5. Feb. 4, 2022 @ 1pm
- 10.6. Mar. 4, 2022 @ 1pm
- 10.7. April 1, 2022 @ 1pm
- 10.8. May 6, 2022 @ 1pm
- 10.9. June 3, 2022 @ 1pm – TBD

## 11. Other

- Three Dean searches will be taking place soon.

### 11.1. Reminders & Announcements

- no report

### 11.2. “Above and Beyond” – Cheryl Almeda,

- S. Myers recognized David Kobb and the FSC team for their great work and support for faculty.
- G. Fredericks recognized S. Ott and K. Kerstetter for their work on the Online and Blended Teaching Seminars. Thank you for your flexibility.
- Thanks to M. Morehouse and her work on ALC Canvas course.
- C. Almeda thanked all department chairs and K. Sparrow for their work on winter 2022 schedule.

## 12. Adjournment – 4:31pm