

Academic Leadership Council
Meeting Minutes
1:00PM
Friday, December 2, 2022
Zoom

Present: Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Brock, D. Coblenz, K. Dockerty, K. Fuchs, C. Gearig, K. Grubka, O. Hadzic, S. Hughes, J. Hunerjager, P. Jonas, T. Keena, D. Loucks, E. Martin, V. McCann, N. McClure, D. Multer, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, J. Ratliff, K. Rivard, A. Rodgers, A. Ross, C. Schauer, T. Stefanick, J. Stotz-Ghosh, S. Walman

Non-voting attendees: D. Alexander, R. Bair, N. Bergan, T. Birkholz, W. deDie, M. Dunneback, R. Durkee, P. Eagan, G. Fredericks, S. Hubbell, T. Labadie, J. LaPenna, D. Lindsley, T. McFadden, A. Moore, J. Pozzuto, W. Reynolds, E. Shufro, K. Sparrow, B. Talsma, T. Welsh

1. Call to Order – 1:01PM
2. Review/Revise Agenda – change to item 12.1.2 under Reminders regarding Assessment.
 - Item 4.2 – T. Welsh and G. Fredericks Factor Authentication; Email conversion; and Multi-Factor Authentication for MyValley added to agenda.
3. Meeting Minutes of November 4, 2022 - Approved
4. Guests
 - 4.1. Sarah Hubbell – changes to the electronic ARE form.
 - Faculty can now enter student’s KVCC email on ARE form.
 - After instructor fills out form, send to the Admissions, Registration and Records office.
 - Electronically submitted forms will be routed to the students for confirmation.
 - Faculty and students are both alerted when the process is complete.
 - 4.2. Tim Welsh and Gail Fredericks – Summit registration and Multi-Factor Authentication; Email conversion; and Multi-Factor Authentication for MyValley
 - Email conversion will take place on December 23, 2022.
 - Will be able to use two-factor authentication with cell phones on the campuses.
5. Officer Reports
 - 5.1. Chair – Jenny Ott –
 - Thanked P. Eagan and D. Alexander for their leadership during the snow day in November.
 - 5.2. Vice Chair- Philipp Jonas –
 - Shared message from P. Joswick – thanked ALC members for their hard work.
 - Members of the Business department asked to fill out online course workload spreadsheet.
 - Document used to support HLC work.

5.3. Secretary – Cheryl Almeda –

- No Report

5.4. Master of Committees – Kevin Dockerty –

- No Report

5.5. Faculty Liaison – Erick Martin –

- No Report

6. Academic Services – Paige Eagan

6.1. Course and Curriculum, with Joe Brady – Items Approved at October 2022 C&C meeting for consideration

DHY - Dental Hygiene

Course Changes (Effective 202330)

- DHY 129: Clinical Dental Hygiene I – change strategy from 4-1-9 (Lecture/Discussion - Clinic/Simulation/Clinic) to 3.5-1-7.5 (Lecture/Discussion - Clinic/Simulation Clinic)
 - DHY 139: Clinical Dental Hygiene II – change strategy from 3-1-6 (Lecture/Discussion - Clinic/Simulation Clinic) to 3-1-6 (Lecture/Discussion - 1.5 Standard Lab/4.5 Clinic/Simulation Clinic)
 - DHY 249: Clinical Dental Hygiene III – change strategy from 5-1-12 (Lecture/Discussion - Clinic/Simulation/Clinic) to 4.5-1-10.5 (Lecture/Discussion - Clinic/Simulation Clinic)
 - DHY 259: Clinical Dental Hygiene IV – change strategy from 5-1-12 (Lecture/Discussion - Clinic/Simulation/Clinic) to 4.5-1-10.5 (Lecture/Discussion - Clinic/Simulation Clinic)
- Motion to table course changes until further discussion brought by P. Jonas, 2nd by K. Dockerty – Motion passed.

New Courses (Effective 202330)

- DHY 125: Clinic I Small Group, 1-0-0 (Independent Study)
 - DHY 135: Clinic II Small Group, 1-0-0 (Independent Study)
 - DHY 245: Clinic III Small Group, 1-0-0 (Independent Study)
 - DHY 255: Clinic IV Small Group, 1-0-0 (Independent Study)
- Motion to table new courses until further discussion brought by P. Jonas, 2nd by K. Dockerty – Motion passed.

Program Changes (Effective 202330)

- DH: Dental Hygiene AAS – Add: DHY 125, DHY 135, DHY 245, and DHY 255; Change: DHY 129, DHY 249, and DHY 259; Overall Credit Change from 71 to 73.5 credits (including CHM 100 in credit count)
- Motion to table program changes until further discussion brought by P. Jonas, 2nd by K. Dockerty – Motion passed.

- Concerns –
 - No required Social Science courses currently – All other AAS degrees require 3 Social Science credit hours.
 - In 2015, Political/Social Science courses were not included in the required Gen-Ed curriculum for the DHY AAS degree.
 - Other departments have embedded social science courses to fit their program needs and worked in partnership with the Social Sciences Dept.
 - Social Science credits should be added to the required curriculum.

BIO - Biology

Course Changes (Effective 202410)

- BIO 110: Anatomy and Physiology – title change to Basics of Anatomy & Physiology
 - Motion to approve course changes brought by P. Jonas, 2nd by K. Dockerty – Motion passed.

New Courses (Effective 202410)

- BIO 115: Human Anatomy & Physiology I, 4-3-3 (Lecture/Discussion - Standard Lab)
- BIO 215: Human Anatomy & Physiology II, 4-3-3 (Lecture/Discussion - Standard Lab)
 - Motion to approve new courses brought by P. Jonas, 2nd by K. Dockerty – Motion passed.

EDU - Education

Course Changes (Effective 202410)

- EDU 111: Teaching Lab Seminar II – strategy change from 2-2-0 (Lecture/Discussion) to 3-3-0 (Lecture/Discussion)
 - Motion to approve course changes brought by P. Jonas, 2nd by K. Dockerty – motion passed.

New Courses (Effective 202330) (Note: amend to Effective 202410)

- EDU 112: Teaching Lab Seminar III, 3-3-0 (Lecture/Discussion)
- EDU 113: Experiences in Secondary Ed, 3-3-0 (Lecture/Discussion)
- EDU 207: Physical Science for Elem Ed, 3-1-4 (Lecture/Discussion)
- EDU 217: Inclusive Practices in Elem Ed, 3-3-0 (Lecture/Discussion)
- EDU 230: Early Childhood Teach & Learn, 3-3-0 (Lecture/Discussion)
 - Motion to approve new courses brought by P. Jonas, 2nd by K. Dockerty – motion passed.

MAT - Medical Assistant Technology

Course Changes (Effective 202330)

- MAT 209: Human Disease – strategy change from 1-1-0 (online) to 1-1-0 (Lecture/Discussion)
 - Motion to approve course changes brought by P. Jonas, 2nd by K. Dockerty – motion passed.

NURS - Nursing

Course Changes (Effective 202330)

- NURS 195: LPN to RN Bridge – title change to RN Bridge
- NURS 247: Integrated Adult Nursing – strategy change from 2-0-6 (1.25 Lab/4.75 Clinic) to 3-0-9 (1 Standard Lab/8 Clinic)
- NURS 270 Clinical Decision Making: – strategy change from 2-2-0 (Lecture/Discussion) to 1-1-0 (Lecture/Discussion)

- Motion to approve course changes brought by P. Jonas, 2nd by K. Dockerty – motion passed.

Program Changes (Effective 202330)

- NR1: Nursing AAS – Change: Credit change to NURS 247 (+1) and NURS 270 (-1)
- Motion to approve program changes brought by P. Jonas, 2nd by K. Dockerty – motion passed.

6.2. CCSSE for Winter 2023

- Student Engagement electronic survey happening during the Winter 2023 semester.

6.3. Reminder: check-in with students about registering for Winter 2023 classes

6.4. Academic Calendar updates

- Taking recommendations to Cabinet for Academic Calendar through 2025-26.

6.5. Western Michigan University agreement signing on Jan. 23

- Institutional level transfer agreements with WMU – Public signing on January 23, 2023.
P. Eagan thanked everyone involved with this renewal process.

6.6. Classroom Furniture

- D. Alexander – Purchasing classroom furniture (20 TTC classrooms as of now) upgrading desks, chairs. Etc. Feedback from faculty is requested.

7. Faculty Support – Gail Fredericks

- Upcoming Summit registration for Winter 2023.

8. Unfinished Business

8.1. Preferred Names

8.2. Evaluation Kit – request to reconvene the committee to examine questions on the survey

8.3. Welcome emails

8.4. Academic Calendar committee – reconvening?

9. New Business

- No Report

10. Outstanding Issues and Updates

- No Report

11. Upcoming meeting dates for 2022-2023 –

- January 5 – Summit – 4240, Commons Theater
- February 3 - 1PM – via **Zoom**
- March 3 @ 1Pm - 4240, Commons Theater
- April 7 @ 1PM - 4240, Commons Theater
- April 28 – Summit – 4240, Commons Theater
- June 2—TBD

12. Other

12.1. Reminders & Announcements –

- On behalf of students, please remind all faculty to post class schedules and office hours on their office doors.
- J. Ott acknowledged B. Murray for being the speaker at the Fall 2022 Commencement.

12.2. Dig Deep!

- No Report

13. Adjournment – 2:42PM