

Academic Leadership Council
Meeting Minutes
1:00PM
Friday, November 4, 2022
TTC 4240

Present: Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Coblenz, K. Fuchs, C. Gearig, S. Hughes, J. Hunerjager, P. Jonas, T. Keena, W. Kring, D. Loucks, E. Martin, V. McCann, D. Multer, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, J. Ratliff, A. Rodgers, C. Schauer, J. Stotz-Ghosh, S. Walman,

Non-voting attendees: D. Alexander, R. Bair, N. Bergan, A. Cederberg, D. Coates, M. Dunneback, R. Durkee, P. Eagan, G. Fredericks, S. Hubbell, T. Labadie, D. Lindsley, T. McFadden, A. Moore, E. Shufro, K. Sparrow, M. Walters, T. Welsh

1. Call to Order – 1:03PM
2. Review/Revise Agenda
 - Item 6.1.1 – Dental Hygiene Course and Curriculum removed from agenda.
3. Meeting Minutes of October 7, 2022 - Approved
4. Guests
 - 4.1. Tim Welsh – Email Migration, Multi-Factor Authentication, and Welcome Emails
 - Quest handling transfer from Zimbra to Outlook Email – to be completed by January 2023.
 - Students will remain on Gmail.
 - This will include multifactor authentication for this system and other college systems (and this will include students)
 - Methods for multi factor- will have the option to choose how to authenticate (phone call, text, etc.)
 - Microsoft Teams will be available. Zoom will continue to be available.
 - Retention policy is currently 150 days for saved emails; this will remain the same.
 - Update on “recovery pieces” – updating “Welcome Messages,” “Course Cancellations Messages,” and the “pop-up menu on our website.”
 - Welcome Messages will not be available until Summer 2023 at the earliest.
5. Officer Reports
 - 5.1. Chair – Jenny Ott –
 - “Lunch with the President” dates are set – Dr. Washington to hold lunch for faculty and staff.
 - 5.2. Vice Chair- Philipp Jonas –
 - New Sub-group looking at FERPA policies.
 - ALC elections of Chair and Secretary
 - C. Almeda is elected to a 2-year term for Secretary.

- J. Ott is elected to a 2-year term for President.
- 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 at November 2022 ALC meeting
- EST - Energy Systems Technology
New Courses (Effective 202410)
 - EST 210: Energy Systems Applications, 2-2-0 (Lecture/Discussion)
 New Programs (Effective 202410)
 - EST.COA: Energy Systems Technology COA
 - Motion to approve course inactivation brought by P. Jonas, 2nd by E. Martin – motion passed.
- 6.2. HLC Update Highlights – Allison Moore
- Compliance Filing - Assurance Argument - Site visit
 - Elongated response compared to the past.
 - Philosophy: Compliance + true quality improvement. Streamlining. Admin + faculty partnership.
 - Faculty Qualifications – Audit / report of courses + instructors meeting qualifications, master syllabi standardized with qualifications.
 - Distance education – orientation, learning outcomes, and interactions between faculty and students
 - Program Reviews – meaningful review. 3 Cohorts – 1st starts January 2023
 - Handbooks and Manuals need to be aligned and reviewed
 - Defining “General Education”
 - To better understand what students are “getting” from their Gen. Ed. Courses
 - Reviewing ILO’s - Institutional Learning Outcomes
 - Move toward including Program Learning Outcomes
 - P. Eagan and A. Moore available for questions moving forward.
- 6.3. Canvas Courses Cross-Listing Form and Resources
- G. Fredericks shared cross-listing form (formerly known as ‘meta-course’)
 - Major change – must request the courses be cross-listed first.
 - This will not affect cross discipline lab activities (ex. Nursing and EMT combined labs)
 - Each faculty member will check boxes particular to their courses.
 - FSC will look into the cross-listed courses to make sure faculty have checked the right boxes and will reach out to prompt us to make changes as necessary.
- 6.4. Call for Participation and Input

- Exploration of Chair and Faculty Director Responsibilities - Non-current chairs/faculty directors
 - Opportunity for a meeting for input on chair and faculty director responsibilities
 - Send an email to Billy Reynolds by November 11, 2022 if you are interested in an invite to the input meeting.
- Student Course Eval (formerly Eval Kit) task force
 - The general goal of the task force is to discuss current tool and use of tool to provide options and recommendations for adjustments.
 - Send an email to Deb Coates by November 11, 2022 if you are interested in serving on this task force.
- FERPA Instructional Sub-work group of the FSC Advisory Committee
 - The goal of the FERPA Instructional Sub-group of the FSC Advisory Committee would be to:
 - Develop a list of questions concerning FERPA from an instructional operational perspective. Some of these questions could be used to form an instructional FAQ document (note: some topics may need to go for legal review).
 - Look at other IHE FERPA practices (practices and FAQs are within the scope of and should be coordinated with Sarah Hubbell/ARR); however, administrative and legal review will be part of the decision-making process.
 - Provide a list of topics for desired training from an instructional perspective.
 - Send an email to Gail Fredericks by November 11, 2022 if you are interested in serving on this FSC sub-work group.

6.5. Other

- Announcements –
 - Roster Verification opens today for PoT 6
 - Batch Cancellation is coming up for Winter 2023 – Registration will close on Tuesday, November 8 and reopen at 7 am on Friday, November 11.
 - Veterans Day - November 11
 - MIPSAs awards –
 - Diamond Pitts won the MIPSAs award for her paper from Honors American Government titled- “Not by right but the Hand of Power”: Land Policy and the American Revolution
 - Pearl Steenstra was a finalist for the MIPSAs award for her paper from Honors American Government titled- What effect would a universal access to higher education have in America?
 - Please check in with your students about registering for next semester.
- Denise Lindsley – Testing Center
 - Back to “pre-pandemic” policies including students must have their school ID’s.
 - Regarding the Lockdown Browser; testing outside the campus, students need a camera. If they are testing on campus, they do not need a camera.
- Power-outage follow-up – plan of action was determined and released within an hour of power being out.
- Posted positions Manager for instructor of Operation and two Administrative Assistant positions to the Deans.

7. Faculty Support – Gail Fredericks
 - No Report
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 –
 - December 2 @ 1PM – via **Zoom**
 - 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 –
 - D. Coates thanked faculty that contributed to the MI Career Quest.
 - 12.2. Dig Deep!
 - Chris Pruis, Science Update
 - New Hires in Chemistry, Biology, New Dean, and Lab Management
 - New Natural disaster course – multiple new courses coming soon, tentative for fall 2023
 - New program development committees – sustainable horticulture program and surgical technology
 - Collaborations in health careers education committee
 - Outreach – study palooza with library, Phi Theta Kappa, Chemistry day at KVM.
 - Return of Science Journal Club
 - Dee Loucks, Medical Assistant Technology Update
 - Crisis level shortage of Medical Assistants
 - Bronson and family health are creating their own programs but those programs do not give the students an Associate’s degree.
 - Potential to creating a pathway into Nursing or Respiratory Therapy.
13. Adjournment – 2:58PM