Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, December 1, 2023
TTC 4370-4380

Present: Officers and voting members: C. Almeda, D. Benard, D. Coblentz, D. Brock, K. Dockerty, K. Fuchs, C. Gearig, O. Hadzic, S. Hughes-Winfrey, J. Hunerjager, P. Jonas, W. Kring, D. Loucks, E. Martin, V. McCann, N. McClure, D. Multer, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, J. Ratliff, A. Rodgers, C. Schauer, T. Stefanick, J. Stotz-Ghosh, L. Wells

Non-voting attendees: M. Adams, D. Alexander, R. Bair, N. Bennett, A. Brandt, W. deDie, M. Dunneback, R. Durkee, P. Eagan, G. Fredericks, T. Labadie, D. Lindsley, S. Postula, J. Ramsey, S. Reidenbach, W. Reynolds, A. Snead, K. Sparrow, B. Talsma, S. Tanis, R. Wagner, M. Walters, M. Washington

1. Call to Order – 1:01 PM

2. Review/Revise Agenda - None

3. Guests
   3.1. Dr. Marshall Washington, Strategic Report Update
   - PowerPoint shared – updated all on movement towards college, division, and departmental goals
   - Highlighted the top three strategic goals within the strategic plan and reviewed challenges and successes encountered by faculty, staff, students and additional stakeholders in pursuit of meeting these goals
   - The strategic plan is important within our own institution, community partnerships and outside entities looking to see what we are working to accomplish.

4. Officer Reports
   4.1. Chair - Jenny Ott –
   - ALC Leadership met with administration throughout November.

   4.2. Vice Chair - Philipp Jonas –
   - Crisis Management Committee – College members provided feedback on recent events, met on November 29 – staff, faculty, and administrators had 35 minutes to share their experiences from 2019, 2022, and 2023.

   4.3. Secretary - Cheryl Almeda –
   - No Report

   4.4. Master of Committees – Kevin Dockerty –
   - Motion to table discussion on adding a procedure to the KVCC Faculty Instructional Manual brought by K. Dockerty, 2nd by P. Jonas – Motion passed, discussion and possible vote will be tabled for future ALC meetings.

- o Discussion topic – "Faculty will complete grading of submitted assignments within 21 days of the assignment's due date or 21 days following the late submission of the assignment."

  4.5. Faculty Liaison – Erick Martin –
  - No Report

5. Academic Services – Paige Eagan
  5.1. Course and Curriculum, with Joe Brady –

Respiratory Care Practitioner – RCP

Program Changes (Effective 202430)

- Add: RCP 131, 132, 201, 213, 214, 215, 226, and 227 (+31 credits)
- Remove: RCP 130, 200, 210, and 225 (-30 credits)
- Change: RCP 230 from 3 to 2 credits (-1 credits)
  - o Motion to approve program changes brought by E. Martin, 2nd by K. Dockerty – motion passed.

New Courses (Effective 202430)

- RCP 131: Respiratory Care Procedures II, 3-2-3 (Lecture/Discussion – Standard Lab)
- RCP 132: Respiratory Clinical I, 6-0-18 (Clinic)
- RCP 201: Respiratory Critical Care I, 3-2-3 (Lecture/Discussion – Standard Lab)
- RCP 213: Respiratory Critical Care II, 3-2-3 (Lecture/Discussion – Standard Lab)
- RCP 214: Respiratory Clinical II, 6-0-18 (Clinic)
- RCP 215: Neo Peds Respiratory Care, 3-2-3 (Lecture/Discussion – Standard Lab)
- RCP 226: Respiratory Critical Care III, 1-.5-1.5 (Lecture/Discussion – Standard Lab)
- RCP 227: Respiratory Clinical III, 6-0-18 (Clinic)
  - o Motion to approve new courses brought by E. Martin, 2nd by K. Dockerty – motion passed.

Course Inactivations (Effective 202430)

- RCP 130: Respiratory Care Sem/Clinic I, 9-2-21
- RCP 200: Advanced Respiratory Care Procedures, 4-2.5-4.5
- RCP 210: Respiratory Care Sem/Clinic II, 8-2-18
- RCP 225: Respiratory Care Sem/Clinic III, 9-2-21
  - o Motion to approve course inactivations brought by E. Martin, 2nd by K. Dockerty – motion passed.

Course Changes (Effective 202430)

- RCP 230: Contemporary Respiratory Topics – Strategy change from 3-3-0 (Lecture/Discussion) to 2-2-0 (Lecture/Discussion)
  - o Motion to approve course changes brought by E. Martin, 2nd by K. Dockerty – motion passed.

Sociology – SOC

- Amended New Course: SOC 104 – Sociology of Health & Illness – Effective term from Fall (202510) to Summer (202430).

5.2. HLC update, with Allison Moore (not in attendance) –
- P. Eagan: Department chairs and program directors to look at how moving their current SLO's (student learning outcomes) would work under the two new proposed ILO's (institutional learning outcomes)
  - Institutional Learning Outcomes (2): Communication and Expression / Critical Thinking and Problem Solving
  - By Fall 2024, every course should have both ILO's listed. At least one SLO attached to each ILO should also be included.

5.3. Faculty Qualifications update, with Allison Moore –
- P. Eagan: Full-timers are 90% complete
- Part-times will be asked to complete next (Chairs will be alerted before Allison reaches out to the part-timers)

5.4. Other
- Ad Astra Updates – Thanked faculty members who are assisting with our scheduling review.
- Budgets are due soon. Reach out to respective Deans and Directors with your requests.
- Urban Connection Project – Culturally Responsive Teaching – opportunity for all faculty: will be both an in-person component and an online component

6. Faculty Support – Gail Fredericks
   - Summit registration will be available on December 8.

7. Unfinished Business
   7.1. Preferred Names Committee – now called "Used First Name" -- under review
   7.2. Evaluation Kit –moving to new questions is on hold at this time
   7.3. FERPA template, Sarah Hubbell (coming April 2024)
   7.4. Committee Conversations – this month, KPIs and strategic plan (see item 3.1. Guests)
   7.5. Crisis Management Committee – feedback on meeting held November 29, 2023
   - D. Alexander noted his appreciation for faculty feedback at the Crisis Management Team Meeting.

8. New Business
   8.1. Simple Syllabus – all faculty required to use this starting Winter 2025
   - There has been a pilot used by faculty and students. FSC is working on a training overview.
   - There will be some required pieces (college language) in every syllabus
   - The Simple Syllabus format is accessible to all students
   - From a student perspective, there is a consistency across all courses

9. Outstanding Issues and Updates
   9.1. Enrollment Reporting – P. Jonas –
   - Overall, Winter 2024 enrollment is down by 4% compared to last year – Faculty are

encouraged to continue talking with their students about enrolling for next semester.

10. Upcoming meeting dates for 2023/2024— 1PM—4370/4380 TTC.
    - January 4
    - February 2 – this meeting may be on Zoom.
    - March 1
    - April 5
    - April 26 – Summit

11. Other
    11.1. Reminders & Announcements –
    - Assessment Forms, February 9, 2024
    - J. Ott thanked M. Walters and his library staff for their amazing support over the Thanksgiving holiday.
    - AWH library temporarily relocating week of December 18th.
    - There are current challenges facing our loaner laptop program. There is a committee being formed to address concerns.
    - Aaron Snead – clarification: a UB key is a "multifactor authentication" security key (free to faculty and students) They are available to someone who does not have a smartphone, but they are not to be used by students or faculty as an alternative to downloading the free app.

12. Adjournment – 3:03 PM