

Academic Leadership Council  
Meeting Minutes  
12:30PM  
Friday, April 28, 2023  
TTC 4370-4380

**Present:** Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Brock, D. Coblentz, K. Dockerty, C. Gearig, O. Hadzic, S. Hughes-Winfrey, P. Jonas, T. Keena, D. Loucks, E. Martin, V. McCann, N. McClure, D. Multer, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, K. Rivard, A. Rodgers, C. Schauer, S. Walman, L. Wells

**Non-voting attendees:** G. Bielby, D. Coates, S. DeLeeuw, M. Dunneback, P. Eagan, A. Fontaine, G. Fredericks, P. Grohs, S. Hubbell, J. LaPenna, A. Longcore, D. Martin, J. Pozzuto, L. Prister, W. Reynolds, K. Sparrow, B. Talsma, R. Vezeau, R. Wagner, L. Winch

1. Call to Order – 12:33PM
2. Review/Revise Agenda
3. Meeting Minutes of April 7, 2023 - Approved
4. Guests – No Report
5. Officer Reports
  - 5.1. Chair – Jenny Ott –
    - Shared the Officers’ report for the ALC 2022/2023 Academic Year.
    - Thanked Cynthia Schauer and Kim Grubka for their time spent as members on the Academic Leadership Council.
    - Thanked Dennis Bertch for serving as Interim Nursing Director.
  - 5.2. Vice Chair- Philipp Jonas –
    - No Report
  - 5.3. Secretary – Cheryl Almeda –
    - No Report
  - 5.4. Master of Committees – Kevin Dockerty –
    - Department Chairs and Program Directors will be asked to provide a few sentences about what was accomplished in their respective committees.
  - 5.5. Faculty Liaison – Erick Martin –
    - No Report
6. Academic Services – Paige Eagan
  - 6.1. Course and Curriculum, with Joe Brady –
    - Dental Hygiene - DHY  
Program Change (Effective 202420)  
DH: Dental Hygiene AAS

Remove: CHM 100, BIO 110, BIO 210  
Add: CHM 115, BIO 115, BIO 215  
*Removed courses will be accepted through Summer 2030*

- Emergency Medical Services - EMS  
Program Changes (Effective 202420)  
EMS: Emergency Medical Services AAS  
Remove: BIO 110, BIO 210  
Add: BIO 115, BIO 215  
*Removed courses will be accepted through Summer 2030*
- Respiratory Care Practitioner - RCP  
Program Changes (Effective 202420)  
RCP: Respiratory Care Practitioner AAS  
Remove: BIO 110, BIO 210, CHM 100  
Add: BIO 115, BIO 215, CHM 115  
*Removed courses will be accepted through Summer 2030*
- Health Sciences General Studies - HSGS  
Program Changes (Effective 202420)  
Program Changes (Effective 202420)  
HSGS: Health Sciences General Studies  
Remove: BIO 110, BIO 210, CHM 100  
Add: BIO 115, BIO 215, CHM 115  
*Removed courses will be accepted through Summer 2030*  
Includes all suffix program codes for each health science concentration
- Nursing - NUR  
Program Changes (Effective 202420)  
NR3: Practical Nursing CERT  
Remove: BIO 110, BIO 210  
Add: BIO 115, BIO 215  
*Removed courses will be accepted through Summer 2030*
- NR2: Nursing RN Completion AAS  
Program Changes (Effective 202420)  
Remove: BIO 210, CHM 100  
Add: BIO 115, BIO 215, CHM 115  
Overall credit total increases from 48.5 to 52.5  
*Removed courses will be accepted through Summer 2030*
- NR1: Nursing AAS  
Program Changes (Effective 202420)  
Remove: BIO 110, BIO 210, CHM 100  
Add: BIO 115, BIO 215, CHM 115  
*Removed courses will be accepted through Summer 2030*
- Fire Science - FS  
Program Changes (Effective 202420)  
Fire Science AAS

Add: CHM 115 as “or” option for CHM 100

- Motion to approve program changes brought by P. Jonas, 2<sup>nd</sup> by E. Martin – Motion passed.
  - Medical Assistant Technology - MAT  
Program Changes (Effective 202420)  
MAT.AAS: Medical Assistant Technology AAS  
Remove: CHM 100, BIO 110  
Add: CHM 115, BIO 115  
*Removed courses will be accepted through Summer 2030*
- Further discussions needed with Course & Curriculum for program changes for MAT AAS.

### Mathematics – MATH

Course Inactivation (Effective 202420)

- MATH 070: Adaptive Mathematics
- MATH 087: Foundations: Algebra I
- MATH 088: Foundations: Algebra II
- MATH 140: Number Concepts Elem/MS Teachers
- MATH 142: Geometry Elem/MS Teachers
- MATH 245: Prob & Stats for Elem/MS Teacher
- Motion to approve course inactivation brought by P. Jonas, 2<sup>nd</sup> by E. Martin – motion passed.

### English & Education – ENG & EDU

Course Inactivation (Effective 202420)

- ENG 078: English Basics
- EDU 096: Fundamentals of Reading
- ENG 098: Fundamentals of English
- ENG 260: Honors Thesis (Course equivalent: ENG 260H already created)
- Motion to approve course inactivation brought by P. Jonas, 2<sup>nd</sup> by E. Martin – motion passed.

### Humanities – HUM

Course Inactivation (Effective 202420)

- HUM 120: Honors Seminar: Writing/Cities (Course equivalent: HUM 120H already created)
- Motion to approve course inactivation brought by P. Jonas, 2<sup>nd</sup> by E. Martin – motion passed.

### Psychology – PSY

Course Inactivation (Effective 202420)

- SOC 273: Service Learning (Course equivalent: SOC 273H already created)
- Motion to approve course inactivation brought by P. Jonas, 2<sup>nd</sup> by E. Martin – motion passed.

## 6.2. Other Updates

- S. Hubbell – Dynamic Forms and Instructor Initiated Withdrawal (Course Directed Withdrawal) forms are being updated.
- P. Eagan – Thanked faculty and staff for attending Spring Summit.

7. Faculty Support – Gail Fredericks
  - Upcoming Canvas training – reached out to all new part time faculty
  - May 13<sup>th</sup> – online global teaching seminar.
8. Unfinished Business
  - 8.1. Preferred Names
  - 8.2. Evaluation Kit - Update
  - 8.3. Welcome emails – Update
  - 8.4. Enrollment Reporting
    - P. Jonas – Fall 2023 registration down about 10% as compared to last year.
9. New Business
  - 9.1. Academic Dishonesty – Multiple Submission – Benefit of using TurnItIn for assignments
    - Definition of academic dishonesty in the student handbook on pages 17-18 and the faculty instructional manual on pages 19-21 includes example 7 under the category *cheating*, which explicitly prohibits multiple submission.
    - EMC/Dual-Enrolled students and Academic Dishonesty, Deb Coates – EMC/Dual-Enrolled students receive same treatment as other students and to keep concerns between the faculty member, the student and the dean.
    - Call for a subcommittee – Academic Dishonesty to discuss Chat GPT/Artificial Intelligence relative to the college’s policy on academic dishonesty (will join with the Academic Integrity group) Please contact Jenny Ott with your interest.
10. Outstanding Issues and Updates
  - No Report
11. Upcoming meeting dates for 2022-2023 –
  - June 2—TBD
  - September – Summit
  - October 6, 2023
  - November 3, 2023
  - December 1, 2023
12. Other
  - 12.1. Fentanyl overdoses and information - WMU is partnering with a community organization called COPE to bring training and free NARCAN kits to campus. In the information WMU provided its community: “If you, a peer, or a family member is being impacted by substance use, please reach out to [Southwest Michigan Behavioral Health](#) at (800) 781-0353 for assistance.”
  - 12.2. Reminders & Announcements –
    - Commencement -- Sunday, April 30, 2023.
    - Summer 2023 -- Classes begin Monday, May 8, 2023.
    - Winter 2024 Schedule Prep – due to Sherry Postula by June 1, 2023.
    - PTK Walk – Thursday, May 11, 2023.
13. Adjournment – 1:28PM