

Academic Leadership Council  
Meeting Minutes  
2:30 PM  
Friday, April 26, 2024  
TTC 4370-4380

**Present:** Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Brock, D. Coblentz, K. Dockerty, K. Fuchs, C. Gearig, J. Hunerjager, P. Jonas, W. Kring, D. Loucks, E. Martin, V. McCann, D. Multer, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, A. Rodgers, J. Stotz-Ghosh

**Non-voting attendees:** M. Adams, A. Brandt, M. Dunneback, P. Eagan, A. Fontaine, P. Grohs, K. Grubka, S. Hubbell, D. Lindsley, D. Martin, A. Moore, K. Naatjes, L. Orr, H. Parmelee, J. Ramsey, S. Tanis, R. Vezeau, R. Wagner, M. Walters, M. Washington

1. Call to Order – 2:30 PM
2. Review/Revise Agenda
3. Meeting Minutes of April 5, 2024 – Approved
4. Guests
  - 4.1. Marshall Washington, updates
    - Capital Outlay – Technical Trades Project Update
      1. Grant to renovate the ATC Wing.
      2. Thanked the board of trustees and state representatives that helped advance the project.
      3. 39-million-dollars to accomplish goal – college raising 19.5 million dollars to match.
      4. Future steps and project scope discussed – planning and design, construction, etc.
5. Officer Reports
  - 5.1. Chair - Jenny Ott –
    - No Report
  - 5.2. Vice Chair - Philipp Jonas –
    - No Report
  - 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 –

EDMT – Engineering Design Manufacturing Technology  
New Programs (*Effective: 202520*)

    - QCT.CERT: Quality Control Technician CERT
    - QI.COA: Quality Inspection COA

- Motion to approve new programs brought by E. Martin, 2<sup>nd</sup> B. Murray – motion passed.

New Courses (*Effective: 202520*)

- EDMT 115: Intro to Precision Measurement, 3-2-3 (Lecture/Discussion – Standard Lab)
- EDMT 150: Dimensional Metrology, 3-2-3 (Lecture/Discussion – Standard Lab)
- EDMT 250: Fundamentals of CMM, 3-2-3 (Lecture/Discussion – Standard Lab)
  - Motion to approve new courses brought by E. Martin, 2<sup>nd</sup> P. Jonas – motion passed.

WELD – Welding Technology

New Courses (*Effective: 202520*)

- WELD 151: Basic GMAW/FCAW Welding, 4-2-6 (Lecture/Discussion – Standard Lab)
- WELD 152: Basic GTAW Welding, 4-2-6 (Lecture/Discussion – Standard Lab)
- WELD 153: Basic SMAW Welding, 3-1-6 (Lecture/Discussion – Standard Lab)
- WELD 154: Welding Prints & Symbols, 3-3-0 (Lecture/Discussion)
- WELD 201: Advanced GMAW/FCAW Welding, 3-1-6 (Lecture/Discussion – Standard Lab)
- WELD 202: Advanced GTAW Welding, 3-1-6 (Lecture/Discussion – Standard Lab)
- WELD 203: Advanced SMAW Welding, 3-1-6 (Lecture/Discussion – Standard Lab)
- WELD 204: Automated Welding, 3-1-6 (Lecture/Discussion – Standard Lab)
  - Motion to approve new courses brought by P. Jonas, 2<sup>nd</sup> by B. Murray – motion passed.

New Programs (*Effective: 202520*)

- FCAW.COA: GMAW/FCAW Welding COA
- GTAW.COA: GTAW Welding COA
- SMAW.COA: SMAW Welding COA
  - Motion to approve new programs brought by K. Dockerty, 2<sup>nd</sup> by P. Jonas – motion passed.

Program Changes (*Effective: 202520*)

- WT.CERT: Welding Technologies CERT
  - Motion to approve program changes brought by P. Jonas, 2<sup>nd</sup> by K. Dockerty – motion passed.

Program Inactivation (*Effective: 202520*)

- WCV.COA: Welding CV Processes COA
- WCC.COA: Welding CC Processes COA
  - Motion to approve program inactivations brought by B. Murray, 2<sup>nd</sup> by K. Dockerty – motion passed.

## Information Items

Honor Courses added –

- BIO 130H: Honors Micro & Infectious Disease
- CHM 115H: Honors Health Careers Chemistry

### 6.2. FERPA template, Sarah Hubbell

- Three big areas of concern for faculty: Cross-listing; guests attending classes; letters of recommendation
- FERPA FAQ for faculty and staff will be available soon.

### 6.3. Allison Moore, ILOs

- Overview of the background and timeline that lead to ILO review project
- Institutional Learning Outcomes
  1. Critical Thinking and Problem Solving
  2. Communication and Expression
- Task force created in preparation for the HLC visit in 2025
- The goal is to improve student learning
- Assessment is an iterative process (it can change over time) – Timeline shared.
- Implementation: Master syllabi updated Summer 2024; Pilot in Fall 2024 and Winter 2025; Multiple workshop sessions; Writing course learning outcomes (CLO's) workshops
- Starting with only fulltime faculty; Critical Thinking and Problem-Solving is the first ILO which will be assessed.

### 6.4. Other – No Report

## 7. Faculty Support – Gail Fredericks

- No Report

## 8. Unfinished Business

8.1. Evaluation Kit –moving to new questions is on hold at this time

8.2. FERPA template, Sarah Hubbell (see item 6.2)

8.3. Grading Procedure subcommittee –

- The ALC Grading Procedures subcommittee recommends that the Canvas Components Checklist be amended to read: Course syllabus includes an explanation of how the instructor will provide feedback including:
  - Frequency of instructor feedback
  - Measurable turnaround time for instructor feedback on graded activities
  - Instructor office hours

## 9. New Business

## 10. Outstanding Issues and Updates

10.1. Enrollment Reporting

11. Upcoming meeting dates for 2023/2024— 1PM—4370/4380 TTC

## 12. Other

12.1. Reminders & Announcements

- Department ILO reports are due to Allison Moore.

- Commencement is Sunday, April 28, 2024, 2 p.m., at Miller Auditorium; arrive by 1:30PM.
- Book orders for fall are due May 1 – Future concerns: Cengage will no longer offering print copies – consider using Open Educational Resources.

13. Adjournment – 3:37 PM