

Academic Leadership Council  
Meeting Minutes  
1:00 PM  
Friday, December 6, 2024  
TTC 4370-4380

**Present:** Officers and voting members: C. Almeda, D. Coblenz, K. Dockerty, C. Gearig, S. Hughes-Winfrey, P. Jonas, T. Keena, D. Loucks, E. Martin, V. McCann, N. McClure, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, A. Quinones, J. Ratliff, A. Rodgers, J. Schmidt, T. Stefanick, S. Walman, L. Wells

**Non-voting attendees:** R. Bair, N. Bergan, V. Bustillos, K. Crowe, M. Dunneback, P. Eagan, A. Fontaine, T. Labadie, D. Lindsley, K. Naatjes, S. Postula, L. Prister, B. Reynolds, A. Snead, B. Talsma, S. Tanis, M. Walters

1. Call to Order – 1:01 PM
2. Review/Revise Agenda – Items 7.1 – Course and Curriculum – moved to Item 4.
3. Meeting Minutes of November 1, 2024 – Approved
4. Course and Curriculum, with Joe Brady – [documents here](#)
  - 4.1. Mark Dunneback announced HCR 273 – Health Career Field Study, Pilot Course
    - This course will provide students in the Health Career programs opportunities for observations, interviews, and volunteer experiences to access extra exposure to their field of study.
5. Guests
  - 5.1. Welcome Marketing Projects Manager, Kaylie Crowe
6. Officer Reports
  - 6.1. Chair - Jenny Ott –
    - No Report
  - 6.2. Vice Chair - Philipp Jonas –
    - No Report
  - 6.3. Secretary - Cheryl Almeda –
    - Student complaints about their classes or instructors should follow the chain-of-command process. Working with Nkenge Bergan and will provide updates to the Student Development Services team.
    - Paige Eagan working with departments to determine where students can easily access the contact information for chairs and program directors.
  - 6.4. Master of Committees – Kevin Dockerty –
    - No Report
  - 6.5. Faculty Liaison – Erick Martin –
    - No Report
7. Academic Services – Paige Eagan
  - 7.1. Current credit syllabi can be found in the G: Drive – ACAD / Current Credit / Syllabi
  - 7.2. Level 2: Course Learning Outcomes Change Info Cards — 36 courses have been approved by the Deans and went through Course and Curriculum for approval.

- Motion to approve CLO change info cards brought by K. Dockerty, 2<sup>nd</sup> P. Jonas – motion passed.

### 7.3. Grant Updates, Tracy Labadie

- Ellucian Grant Services – Funding Roadmap – assessing our needs and developing a strategic plan for pursuing grants.
- New grant manual almost completed.
- \$6,924,190 in grant funding as of now.

### 7.4. Nkenge Bergan, Updates

- Block the Stigma – KVCC athletes and the Gryphon Place supporting and bringing awareness to mental health struggles / suicide prevention.
- International Student Support and Global Student Union Club are no longer combined into one – for students to understand the academic support offered and the club activities available to them.

### 7.5. Testing Center discussion items/updates

- Currently at mid-range camera coverage level – adding camera coverage and rearranging to improve oversight.

### 7.6. Other

- Sherry Postula – faculty confirmation / approvals for Winter 2025 courses now available.
- ALC Committee membership / representation changes – Membership changes are requested by the end of January for potential approval in February.

## 8. Faculty Support – Gail Fredericks

- Self-paced Online Blended Teaching Seminar is available.

## 9. Unfinished Business

9.1. Evaluation Kit, moving to new questions is on hold at this time

9.2. FERPA FAQ sheet forthcoming, Sarah Hubbell

## 10. New Business

## 11. Outstanding Issues and Updates

11.1. Enrollment Reporting

## 12. Upcoming meeting dates for 2024/2025— 1PM

- January 9 @ *TBD, per Summit Scheduling*
- February 7 @ 1PM - TTC room 4370\_4380
- March 14 @ 1PM - TTC 4370-4380
- April 4 @ 1PM - TTC room 4370\_4380
- May 2 @ *TBD, per Summit Scheduling*
- June, July, August - reserved for special meetings only, and dates/times are subject to room and faculty availability.

### 13. Other

#### 13.1. Reminders –

- Utilization of Simple Syllabus is required for all Winter 2025 courses taught by full-time faculty.
- [Canvas Checklist](#) is required for all courses part-time and full-time faculty are planning to offer in Winter 2026. The deadline for submitting courses for final review is **July 1, 2025**. Course assignments for Winter 2026 may be impacted if a course review is submitted after July 1, 2025. If a course review is submitted after August 29, 2025, the instructor will not be assigned online or blended courses for Winter 2026.
- ILO Assessment Data - Check out this [short video](#) that shows you everything you've ever wanted to know about turning in assessment data! Questions about deadlines, procedures and department-level data as well as the assessment process can be found in the three-minute video. Submission of assessment data is through the faculty portal.

#### 13.2. Announcements—

- Appreciation to Erick Martin for his service as Welding Chair and ALC Faculty Liaison, and best wishes on retirement!
- Appreciation to Cheryl Almeda for her service as ALC Secretary.

#### 13.3. Events—

- Semester Action Dates - Fall 2024
  - Fall 2024 ends: Saturday, December 14.
  - Commencement: Sunday, December 15.
  - Grades due on the web by Noon: Wednesday, December 18.
  - Grades rolled and available on the web: Thursday, December 19.
- College Summit: Thursday, January 9, 2025.
- Semester Action Dates - Winter 2025
  - Winter 2025 semester begins: Monday, January 13. Semester ends: Monday, April 28.

### 14. Adjournment – 1:59pm