

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

**Present:** Officers and voting members: C. Almeda, J. Brady, C. Gearig, S. Hughes-Winfrey, P. Jonas, T. Keena, W. Kring, D. Loucks, E. Martin, V. McCann, N. McClure, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, A. Quinones, J. Ratliff, A. Rodgers, K. Rivard, L. Wells

**Non-voting attendees:** M. Adams, D. Alexander, R. Bair, V. Bustillos, M. Dunneback, P. Eagan, A. Fontaine, S. Hubbell, D. Lindsley, K. Naatjes, L. Prister, A. Snead, S. Tanis, M. Walters

1. Call to Order – 1:02 PM
2. Review/Revise Agenda –
3. Meeting Minutes of October 4, 2024 – Approved
4. Guests
  - 4.1. Welcome Financial Aid Director, Valerie Bustillos
    - Has over 18 years of experience working in Financial Aid.
    - New FAFSA coming in December 2024 – ready for use for Fall 2025
    - Events planned for Spring 2025 to support students and families
    - Reminder to faculty - if students are considering dropping or withdrawing vs. failing; please send students to Financial Aid before making their decision. Financial consequences are different for each situation.
    - Interested in meeting with faculty to cross-train regarding attendance taking procedures, issues involving getting books on time, and other processes.
    - Funds such as grants, other forms of aid, scholarships all go through the Office of Financial Aid.
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 –
    - Concerns: Testing Center cell phone policy and difficulty accessing reports/videos after testing.
      - Denise Lindsley – Students must take phones to login and authenticate; however, students then put phones in ‘banker bags’ before testing begins. If the phones are seen after login is completed, an Academic Dishonesty report is made. Faculty should be receiving videos with their Testing Center feedback on testing.

6. Academic Services – Paige Eagan

6.1. Course and Curriculum, with Joe Brady – [documents here](#)

- Level I report from C&C – no voting required
- Level II – No Report
- Level III – First Reading: AAMT and LPN New Courses – To be discussed at ALC in January 2025.

6.2. Grant Updates

- Task force created – Tracy Labadie will give an update at next ALC meeting.

6.3. Faculty Instructional Manual

- Copies will be available in December.

6.4. ALC Representation

- Chair and Program lists have been fixed with phone numbers and emails corrected as needed.

6.5. Other

- ILO assessment data: Friday Focus video from Anna Fontaine regarding the ILO assessment data collection process. Links to uploading assessment data can be found in our enrollment links on our rosters.
- Due no later than two days past grading period for Fall 2025.
- Reminder that Simple Syllabus is due to be used for Winter 2025 for all full-timers. Due for all faculty – including part-timers – Fall 2025.
- Canvas Checklist – to be used for all courses W2026 and beyond. Submissions due by July 2025 for all full-time and part-time faculty.
  - After August submissions – instructors will not be assigned an online or blended course for Winter 2027 and beyond.
- Open Enrollment for healthcare - available until November 15.
- Fall PTK Induction ceremony was a success – over 70 students were inducted.
- Fall 2024 Valley Advantage group has completed their cohort experience.

7. Faculty Support – Gail Fredericks

8. Unfinished Business

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

8.2. FERPA FAQ sheet forthcoming, Sarah Hubbell

9. New Business

9.1. ALC officer elections will be in November for Chair, Secretary and Faculty Liaison. Roles begin with the January 2025 meeting and the duration of the term is two years.

- Jenny Ott – President for 2025, 2026
- Susan Pearson – Secretary for 2025, 2026
- Jim Ratliff – Faculty Liaison for 2025, 2026
  - Motion to approve Chair, Secretary and Faculty Liaison elections brought by E. Martin, 2<sup>nd</sup> by P. Jonas – motion passed

10. Outstanding Issues and Updates

10.1. Enrollment Reporting

11. Upcoming meeting dates for 2024/2025— 1PM

- December 6 @ 1PM - TTC room 4370\_4380
- 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.

12. Other

Reminders—

- Utilization of Simple Syllabus is required for all Winter 2025 courses taught by full-time faculty.
- Canvas Checklist is required for courses taught by part-time and full-time faculty with plans to be offered 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.

Announcements—

- Open Enrollment period has now opened.
- Alicia Siebers – Proposals needed for Summit, Winter 2025 – Form available.
- Fitness Center classes available at 5:15 PM, M-F – available to all.

Events—

- [Robin Wall Kimmerer -Visiting Author -](#) "Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants" - Nov. 6 at 10am & 2:15pm

13. Adjournment – 1:43 PM