

Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, October 4, 2024
TTC 4370-4380

Present: Officers and voting members: C. Almeda, J. Brady, D. Coblentz, C. Gearig, O. Hadzic, S. Hughes-Winfrey, P. Jonas, T. Keena, E. Martin, V. McCann, N. McClure, D. Multer, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, A. Quinones, J. Ratliff, A. Rodgers, L. Wells

Non-voting attendees: M. Adams, D. Alexander, W. deDie, M. Dunneback, P. Eagan, G. Fredericks, T. Labadie, D. Lindsley, K. Naatjes, L. Orr, S. Postula, L. Prister, B. Reynolds, J. Schmidt, A. Snead, S. Tanis, M. Walters

1. Call to Order – 1:03 PM
2. Review/Revise Agenda – Item 6.2 – IT Update, Aaron Snead
3. Meeting Minutes of August 29, 2024 – Approved
4. Guests
 - 1.1. Title IX - Syllabus and Contact Information / Safety & Security Upgrades, Dannie Alexander
 - Title IX policy found on the KVCC Public Safety website. Syllabus statement created and available – part of simple syllabus template starting Winter 2025.
 - Created generic email address – titleix@kvcc.edu.
 - Anna Witten Hall security systems – successfully tested new horns, strobes and speakers – onsite and remote announcement systems are working correctly.
 - New speakers to be added at the Food Innovation Center.
 - Upgrading exterior cameras – surrounding outside of buildings with coverage; entrances updated with AI cameras.
 - Critical Mapping Ongoing – an analysis of all maps and buildings, including coordinates.
 - Crisis Management Committee minutes are available in the archives.
 - To locate a lactation room on campus, visit MyValley – *locations & maps*.
5. Officer Reports
 - 5.1. Chair - Jenny Ott –
 - Department Chair List update from Paige Eagan.
 - 5.2. Vice Chair - Philipp Jonas –
 - No Report
 - 5.3. Secretary - Cheryl Almeda –
 - Committee formed to revisit process for student complaints – for questions or insights, please contact Cheryl Almeda.
 - 5.4. Master of Committees – Kevin Dockerty –
 - No Report
 - 5.5. Faculty Liaison – Erick Martin –
 - Introduced Joel Schmidt as the Department Chair for Welding (WELD).

6. Academic Services – Paige Eagan

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

- Level 1: Informational cards – introduced.
- Level 2: Informational Cards –
LPN: Practical Nursing / NURS: Nursing
Course Strategy Changes (*Effective: 202530 & 202610*)
 - LPN 153: Adult LPN Practice II, 3-0-9
Motion to approve course strategy changes brought by E. Martin, 2nd P. Jonas – motion passed.
 - NURS 237: Integrated Pediatric Nursing, 1.5-0-4.5
 - NURS 247: Integrated Adult Nursing, 3-0-9
Motion to approve course strategy changes brought by E. Martin, 2nd P. Jonas – motion passed.

6.2. Aaron Snead – IT Updates

- Network infrastructure changes to happen soon – upgrading to 10gb internet
- Replacing all wireless access points over a 3-year period
- Spam filters update – Barracuda spam filtering system no longer in use / new system implemented.

6.3. Other –

- Duties temporarily shifted until the Assistant Dean of Accreditation and Compliance position is filled.
 - Institutional Learning Outcomes / Course Learning Outcomes changes should go to Kelly Naatjes.
 - Learning Outcome Assessments will continue to be led by Anna Fontaine.
 - Faculty Qualifications (Xitracs) – Operations handled by Sherry Postula.
 - Program Review – Mary Morehouse will take lead.
 - Tracy Labadie and Paige Eagan will continue to share responsibilities for Higher Learning Commission (HLC) Accreditation Liaison Officer (ALO).
- Department Chair List disseminated – will soon be available electronically.
- Reminder: Thursdays 8:00-9:30 a.m. Student Services professional development is ongoing – theme this year is “Connection with Academics”
- Technical Trades Expo – November 7th
- MI-ACE Women’s Network: “Women of Influence” – November 7th – Collaboration with Western Michigan University, Kalamazoo College and Kalamazoo Valley Community College. Event will feature a panel of three distinguished female leaders each of whom has made significant contributions to the field of higher education – Paige Eagan the panelist for KVCC.

7. Faculty Support – Gail Fredericks

- Time Together: Teach | Talk | Tech upcoming dates announced.
- Online and Blended Teaching Seminar happening soon.
- October 25 – “Zombie-Athon” teaching best practices.

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.

10. Outstanding Issues and Updates

10.1. Enrollment Reporting

- Increase: +2.9 headcount / +2.4 hours

10.2. Sarah Hubbell, Fraudulent Student Applications Update

- Residences listed on several hundred applications were fraudulent addresses
- Multiple students were red-flagged across multiple sections for suspicious activity
- Hundreds of fraudulent applications were found – goal was to access financial aid funds
- Due to the quick response from ARR, Financial Aid, Technology teams, the fraud activity was caught and over \$187,000 of financial did not get released.

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

- November 1 @ 1PM – TTC room 4370_4380
- 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

6.3. Reminders – Utilization of Simple Syllabus is required for all Winter 2025 courses.

6.4. Announcements

6.5. Events

13. Adjournment – 2:29 PM