

Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, April 4, 2025
TTC 4370-4380

Present: Officers and voting members: C. Almeda, J. Brady, D. Coblentz, K. Dockerty, C. Gearig, O. Hadzic, S. Hughes-Winfrey, P. Jonas, T. Keena, D. Loucks, V. McCann, N. McClure, B. Murray, J. Ott, S. Ott, S. Pearson, C. Pruis, A. Quinones, S. Walman, L. Wells

Non-voting attendees: J. Abbott, N. Bergan, V. Bustillos, K. Crowe, W. deDie, M. Dunneback, P. Eagan, G. Fredericks, D. Lindsley, K. Naatjes, L. Orr, S. Postula, L. Prister, B. Reynolds, B. Talsma, S. Tanis, M. Walters, A. Williams

1. Call to Order – 1:00 PM
2. Review/Revise Agenda
3. Meeting Minutes of March 14, 2025 – Approved
4. Guests –
5. Officer Reports
 - 5.1. Chair – Jenny Ott –
 - No Report
 - 5.2. Vice Chair – Philipp Jonas –
 - No Report
 - 5.3. Secretary – Susan Pearson –
 - No Report
 - 5.4. Master of Committees – Kevin Dockerty –
 - The Program Review Council meets May 1, 2025. General consensus was to move program review due date to mid-May.
 - 5.5. Faculty Liaison – Jim Ratliff –
 - No Report
6. Academic Services – Paige Eagan
Course and Curriculum, with Joe Brady – [documents here](#)
 - Level 1: Informational Items
 - WELD 202 – GTAW Welding – proposed to change course description to include details previously omitted.
 - Level 2: Items for Approval
 - 93 courses put proposed changes to Course Learning Outcomes (CLO) and Institutional Learning Outcomes (ILO) for verbiage to reflect what faculty are teaching in their courses.
 - List of disciplines (13):

AAMT
ART
AUTO
BIO
BUS
CIS
CUL

EDMT
ELT
EMT
ENG
FIRE
MAT

- ART 220 & 221 tabled – same objective listed for both communication and critical thinking outcomes – will return to Course & Curriculum for corrections.
- BUS 103 tabled – needs rearranging of the CLOs under the ILOs – will return to Course & Curriculum for corrections.
- Motion to approve 90 courses and table 3 courses (ART 220, ART 221 & BUS 103) brought by P. Jonas, 2nd by S. Ott – motion passed.

6.2. Faculty Instructional Manual –

- Updates will be ready by fall.

6.3. Testing Center Discussion Items/Updates

- No Report

6.4. Grant Updates

- KVCC will reapply for MiLeap and State grants.
- Current pause on applying for Federal Grants.

6.5. Other

- Arbor Day – Friday, April 25 – New form to be submitted to honor individuals.
- Contract Signing – All contracts that involve the college goes through a contract review process and are to be signed by a Cabinet member.
- Progress Updates –
 - Standard Text and Email messages for alerts/emergencies are under review. Text messages are limited in characters and are meant to bring immediate awareness. For all alerts/emergencies please refer to your KVCC email.
 - Maximum Load Exception Submission paperwork will be available by May 2.
 - Office Move Submission information and request form will be available by May 2. Deadline for submission will be May 15.
- Seeds of Pedagogy Workshop – Friday, April 11
- Instruction and Student Services Summit – Friday, May 2 – Guest Speaker, Dr. Sandra McGuire.

7. Faculty Support – Gail Fredericks

- Register for Summit.
- Spring Refresh – April 7 – April 11

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

10. Outstanding Issues and Updates

10.1. Enrollment Reporting –

- Summer registration: Head count is up 10% and Credit hours are up 13%

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

- May 2 @ 2:45 P.M. Room 4370/4380
- June, July, August - reserved for special meetings only, and dates/times are subject to room and faculty availability.

12. Reminders –

- [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.
- [Semester Action Dates – Winter 2025](#)
First 12 Week Classes End – April 14, 2025
Classes End – April 28, 2025
Final Grades Due – May 1, 2025 by 12PM
Faculty Summit Day – May 2, 2025
- [Semester Action Dates – Summer 2025](#)
Semester begins – May 12, 2025
View the schedule [here](#).
- [Semester Action Dates – Fall 2025](#)
Early Registration begins – April 4, 2025 (Registration for all – April 7, 2025)
College Summit Day – Wednesday, August 27, 2025 & Thursday, August 28, 2025
Semester begins – Wednesday, September 3, 2025
View the schedule [here](#).
- [Academic Calendar – 2025-2026](#)
Winter 2026 Schedule Prep Changes/Updates due to Sherry Postula – May 2, 2025

12.1. Announcements —

- English Department Essay Contest for 2024-2025 – deadline is May 2, 2025.
- Congratulations to the men's basketball team on finishing fourth in the nation at the National Junior College Athletic Assoc. Division II Men's Basketball Championship on March 22.

12.2. Events —

- [Kalamazoo Freshwater Foodways Symposium](#) – Friday, April 4 and Saturday, April 5
- Local Visiting Writers Series – Tuesday, April 15
- **Commencement – Sunday, April 27**

13. Adjournment – 1:43 PM