

Academic Leadership Council
Meeting Minutes
1:00 PM
Wednesday, August 27, 2025
TTC 4370-4380

Present: Officers and voting members: D. Benard J. Brady, D. Brock, D. Coblenz, K. Digby, K. Dockerty, C. Gearig, O. Hadzic, S. Hughes-Winfrey, P. Jonas, T. Keena, W. Kring, D. Loucks, V. McCann, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, J. Ratliff, K. Rivard, A. Rodgers, A. Ross, J. Schmidt, T. Stefanick, A. Quinones, S. Walman, L. Wells

Non-voting attendees: J. Abbott, M. Adams, R. Bair, N. Bergan, A. Brandt, W. deDie, M. Dunneback, R. Durkee, P. Eagan, R. Ferguson, G. Fredericks, P. Grohs, S. Hubbell, D. Lindsley, A. Marsh-Peek, D. Martin, A. McCarty, N. McClure, K. Naatjes, L. Orr, S. Postula, B. PUNCHES, L. Prister, J. Ramsey, B. Reynolds, A. Siebers, A. Snead, T. Sypris, B. Talsma, S. Tanis, R. Vezeau, R. Wagner, M. Walters, E. Washington, M. Williams, A. Williams, K. Wright

1. Call to Order – 1:00 P.M.
2. Review/Revise Agenda –
 - Item 4.1 Added – Elizabeth Washington, Interim Associate Vice President for Collaboration Compliance & Analytics, Welcome
 - Item 4.4. Added – Angela Marsh-Peek, Accreditation Updates.
3. Meeting Minutes of May 2, 2025 – Approved
4. Guests –
 - 4.1. Welcome & introduction of Elizabeth Washington, Interim Associate Vice President for Collaboration Compliance & Analytics
 - 4.2. Chosen First Names – Aaron Snead
 - IT has the feature to specify *Chosen First Name* active in My Valley.
 - Changes typically occur within a few days.
 - Legal first names will remain in in certain places such as Canvas Gradebook and Banner Grades.
 - Valley ID – the chosen first name will be on the front and the legal first name will be on the back.
 - 4.3. Updates for 2025/26 Course Learning Outcomes (CLO) – Anna Fontaine
 - All Full-Time and Part-Time faculty are required to complete CLO's at the end of each semester.
 - Video and instructions provided for completing CLO's.
 - 4.4. Accreditation Updates – Angela Marsh-Peek
 - *Providing Evidence for the Criteria for Accreditation* has examples of types of accreditation evidence.
 - If there are any new or exciting course activities to spotlight, please email the narrative to Angela.
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 –
 - No Report
 - 5.5. Faculty Liaison – Jim Ratliff –
 - No Report
6. Academic Services – Paige Eagan
Course and Curriculum, with Joe Brady – No Report
- 6.1. Faculty Instructional Manual
 - Call for 6–7 faculty members to serve on a taskforce to review and provide input on the draft revision of the Faculty Instructional Manual. Interested faculty should contact Sherry Postula. The taskforce will meet for approximately two months.
 - 6.2. Testing Center Discussion Items/Updates
 - New cameras have been installed in the Testing Center.
 - An Etrieve form is now available for submitting requests to review video footage of possible academic misconduct.
 - Video footage is currently retained for 23 days; this will be extended to 30 days.
 - 6.3. Grants Update
 - The college is awaiting approval decisions on pending grant applications.
 - 6.4. Other
 - Continuation of new Course and Curriculum process.
 - Valley Dream (Achieving the Dream) questions can be directed to Paige Eagan.
 - Chairs and program directors are invited to join a Student Services full-unit meeting during the fall semester to share information about their department or program. Available dates are October 23, November 6, and December 4, from 8:00–9:00 a.m., TTC 4240. Interested individuals should email Paige Eagan or Sherry Postula.
 - Please note that we are entering a transition time for our Early Middle College (EMC), Dual Enrollment (DE), and Youth Pipeline work and partnerships. During the transition period, Sarah Hubbell and Dr. Billy Reynolds will oversee current operations for these programs.
 - Student Voices Advisory Council (SVAC) is gearing up for relaunch during the 2025-26 academic year. Additional information and ways to encourage students to be involved will be forthcoming this semester.
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 FAQ sheet forthcoming, Sarah Hubbell
 - Results from recent surveys are pending.

- There is interest in creating a page on the employee portal for FAQs and “FERPA Hot Tips.”

9. New Business

10. Outstanding Issues and Updates

10.1. Enrollment Reporting –

- Summer 2025: Headcount increased by 5.4%; credit hours increased by 8.4%.
- Fall 2025: Headcount increased by 1.3%; credit hours increased by 3.4%.

11. Upcoming meeting dates for 2025/2026— 1PM – 4370/80 TTC

- October 3
- November 7
- December 5
- January 9
- February 6
- March 6 – (Spring Break) a new date will be determined.
- April 3

12. Reminders –

[Canvas Checklist](#) is **required for all courses** part-time and full-time faculty are planning to offer in Winter 2026.

CLO/ILO data submission **is required for all courses** part-time and full-time faculty are teaching starting in Fall 2026.

[Semester Action Dates – Fall 2025](#)

- Semester begins – Wednesday, September 3, 2025
- View the schedule [here](#).

[Academic Calendar – 2025-2026](#)

- Winter 2026 Schedule FINAL Changes/Updates due to Sherry Postula – *before* Sept. 12, 2025 at 8AM.

[Professional Activities Form for Continuing Appointment Faculty](#) – due the last Friday in September

12.1. Announcements –

- Alisha Siebers – *Opportunities for Education Event* will be on Thursday, September 18 at 5:30 at the FIC. Tickets are on sale (\$100) via the Foundations website <https://www.kvcc.edu/foundation/>. The fundraiser proceeds benefit the students.
- Danielle Mercier is the new educational professional for sciences.
- Denise Lindsley – The Learning Center will have Advisory board meetings each semester. They are looking for faculty attend meetings to provide feedback.
- Steve Ott is the advisor for Running Club and Tennis Club – meets on Wednesdays.
- Aaron Williams – Requested for instructors to help spread the word about KVAAP to potential students.
- Nicole McClure – Valley Advantage will resume this October.
- Nkenge Bergan shared that counselors and advisors saw over 560 students during the first week of Drop In Appointments (August 18 – 22).
- Taps on Tuesday – September 9 from 5 – 7 p.m. at the CAH.
- Dr. Washington shared that the college is working on getting clarification on information from the DOJ regarding changes in the government.

12.2. Events —

- Vibe Fest –
 - September 9 – Anna Whitten Hall in downtown Kalamazoo
 - September 10 – Texas Township Campus

13. Adjournment – 1:38 P.M.