Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, February 7, 2025
TTC 4370-4380

Present: Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Brock, D. Coblentz, O. Hadzic, S. Hughes-Winfrey, P. Jonas, T. Keena, B. Kring, D. Loucks, V. McCann, N. McClure, B. Murray, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, A. Quinones, J. Ratliff, A. Rodgers, T. Stefanick

Non-voting attendees: J. Abbott, R. Ahmad Daud, N. Bergan, V. Bustillos, W. deDie, M. Dunneback, P. Eagan, G. Fredericks, T. Labadie, D. Lindsley, S. Postula, L. Prister, J. Ramsey, B. Reynolds, A. Siebers, B. Talsma, S. Tanis, L. Thomas, M. Walters, A. Williams

1. Call to Order – 1:02 PM

2. Review/Revise Agenda –

   - Item 4.1 – Aaron Williams added as a guest.
   - Item 6.6 – Valerie Bustillos, Financial Aid Updates added.

3. Meeting Minutes of January 9, 2025 – Approved

4. Guests –

   4.1. Aaron Williams, Student Athletes Update
   - Fall 2024 – Average GPA for student athletes increased – earning an overall higher GPA than previous semesters.
   - Implemented study session tables – created structured system for student athletes.
   - Highlighted student success story and thanked multiple faculty members, departments and administrators for their support.
   - Position transfer for A. Williams – Academic & Career Pathway Advisor to Assistant Director of KVAAP – will still assist with student athletes.

5. Officer Reports
   5.1. Chair – Jenny Ott –
   - Met with administration – discussed college delayed opening and emergency lockdown alerts.
   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 – [documents here](#)
   - No Report

   6.2. Updates and Reminders for Course Learning Outcomes submissions –
   - The deadline to submit Course Learning Outcomes changes for any outstanding syllabi is Friday, February 21st. Please refer to that email for worksheets to complete and the link to the Level 2: CLO Changes Request Form.
   - The deadline to submit any Level 3 changes for consideration for Winter 2026 effective term is Friday, February 21st.

   6.3. College Delayed Opening –
   - When there is a delay, it is up to the instructor's professional judgement to decide whether to hold a partial class. (e.g. if college is delayed until 10:00 AM and class meets 9:00 AM – 10:30 AM, use professional judgement to determine if class will start at 10:00 AM). Classes should not start before the college opens.

   6.4. Unannounced Presence of Law Enforcement Agencies:
   - The college complies with all local, state and federal laws, including law enforcement on our campuses or in our buildings. Please read the February 4 message from Dr. Washington regarding protocols on how to handle the presence of unannounced law enforcement on campus
   - The college is closely monitoring the news for the proposed governmental changes. The college is not making any preemptive changes to our policies & practices (business as usual). If or when the college receives official notice of changes, the college will comply with the law.

   6.5. Emergency Lockdown:
   - Updates to system at Arcadia Commons Campus has received positive feedback – alarms were heard while campus was under lockdown. Administration will rework the messaging and correct any confusion around generic messaging.

   6.6. Financial Aid Updates – Valerie Bustillos
   - Roster Verification rates have improved to 85%
   - There are two requirements for Roster Verifications: Attend at least once class and submit at least one assignment, quiz or test – it is at the instructor's discretion to set a minimum acceptable grade.
   - FASFA Application Event March 18th
   - The college is closely watching for the potential changes to the Federal Department of Education and the impact this may have on grants and aid.

   6.7. Testing Center discussion items/updates

   6.8. Other

7. Faculty Support – Gail Fredericks
   - AI in Higher Ed: The Perfect Match of Course Design and Pedagogy Summit – Friday February 14, from 11 a.m. – 4:15 p.m. @ TTC 7560
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 – Winter 2025 (as compared to Winter 2024)
    - Total student numbers +2.1%
    - Contact Hours +1.8%
    - Full-time +2.6
    - Part-time +1.9%
    - Total Headcount 6,010 (which is an increase from W24 = 5,887)

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

    12.1. Announcements —
    - Email it@kvcc.edu is experiencing issues receiving RAVE text messages.
    - Degree Works upgrade.
    - Banner Upgrade.

    12.2. Events —
    - Black Artist Exhibit, Center for New Media – February 7th

13. Adjournment – 2:03 PM