

Academic Leadership Council  
Meeting Minutes  
1:00 pm  
Friday, November 7, 2025  
TTC 4370 – 4380

**Present:** Officers and voting members: Adams M, Bernard D, Brady J, Coblenz D, Dockerty K, Digby K, Hadzic O, Hughes-Winfrey S, Jonas P, Kring W, McCann V, Myers S, Ott J, Pearson S, Prister L, Pruis C, Ratliff J, Rodgers A, Ross Jr C, Walman S, Wells L

**Non-voting attendees:** Alexander D, Crowe K, Eagan P, Fredericks G, Lindsley D, Naatjes K, Ott S, Reynolds B, Snead A, Talsma B, Walters M, Washington E, Valliere J

1. Call to Order – 1:04 pm
2. Review/Revise Agenda – Item 9.2 moved to end of meeting.
3. Approve Minutes – Minutes for Friday, October 3, 2025 – Approved.
  - Change to item 12 Reminders: CLO and ILO went active Fall 2025.
4. Guests- None
5. Officer Reports
- 5.1 Chair - Jenny Ott – No Report
- 5.1.1 Vice Chair - Philipp Jonas – Recommendation of candidates for Vice Chair and Master of Committees two-year terms effective November 2025 for Dr. Washington’s approval.
  - Motion: to approve Philipp Jonas as Vice Chair for ALC. Moved, seconded: Philipp Jonas Approved as ALC Vice Chair for two-year term.
  - Motion: to approve Kevin Dockerty as Master of Committees for ALC. Moved, seconded: Kevin Dockerty Approved as ALC Master of Committees for two-year term.
- 5.2 Secretary – Susan Pearson- No Report
- 5.3 Master of Committees – Kevin Dockerty – No Report
- 5.4 Faculty Liaison – Jim Ratliff – No Report
6. Academic Services – Paige Eagan (Billy Reynolds)
- 6.1. Course and Curriculum – Joe Brady- Committee Information
  - Four items need approval in which three courses will be inactive CUL 200, 260 and 265. Students can take CUL 112 as the alternative and can receive a Dietary Certificate of Achievement. Approval for inactivation will be voted on in December 2025.
- 6.2. Faculty Instruction Manual- Faculty reviews received and are being evaluated.
- 6.3. Testing Center- cameras were installed and are fully functional

6.4. Grant updates- KVCC has received the follow grants for 2026:

- MCOLES- Michigan Justice Training Funds Grant
- MDHHS-WEMSS-Emergency Medical Workforce Support Grant
- MDHHS-WEMSS-Emergency Medical Workforce Diversified
- Snap-ED Grant- Michigan Fitness Foundation Grant

6.5. Accreditation update – Angela Marsh-Peek – Elizabeth Washington reporting

- Currently writing the insurance draft and working on support for federal compliance review. Sample evidence will be provided in notes.
- More visible classroom evidence is needed from students in the classroom.
- Link to form for instructors will be provided in notes.

6.6. Other

- Dr. Linnea Stenson, HLC Liaison will provide faculty development at January 2026 Summit.
- Michigan Community College Association (MCCA) released a new book on Community College Pathway Success. See notes for details.
- CLO completion date provided. See notes for details.
- Valley Dream: Teach. Tech. Talk. Sessions will take place in November 2025 with visiting coaches, see notes for details.
- Faculty will attend Scaling Shortened Academic Terms (SSAT) conference. More information to follow.

7. Faculty Support – Gail Fredericks

- Vacant position has been filled.
- New online blended seminar for online teaching available for new part-time faculty with checklist and modules. Hand out with details will be provided.

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 See Vice Chair, Philip Jonas report in 5.1.1.
- 9.2 Discussion item: Reinvigorating ALC Dialogue-Moved to end of meeting.

10. Outstanding Issues and Updates

- 10.1 Enrollment Reporting- 0.8% increase Fall 2025.
- 11.2 Signup for new students is more efficient.

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

- 11.1 December 5
- 11.2 January 9
- 11.3 February 6
- 11.4 March 6- to be changed, as this is spring break
- 11.5 April 3

12. Other

12.1. 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. Data can be submitted anytime.
- [Semester Action Dates – Fall 2025](#)
- [Academic Calendar – 2025-2026](#)

## 12.2 Announcements-

- Condolences expressed for the recent passing of Brian Olson, English faculty at AWH
- Tech Wing in design phase, waiting for budget approval from state which is currently on hold
- November Art Hop: Staff and student art on display; with food showcase
- Watch for upcoming employee wellness activities
- Wicked Movie Mixer has been cancelled
- Curriculum 101 workshop on 11/21/25 at 10:00am with Kelly Naatjes, will be offered over several weeks and at Summit. Sign up begins in two weeks
- Request to have sporting events listed on college website with event details.
- Warm Clothing Collection Drive- collection boxes located around campus through 11/21/25
- Thanksgiving Recess:
  - Wednesday 11/26- No classes, campus is open
  - Thursday 11/27 – Sunday 11/30 – Campus is closed
  - Please let your students know the college is open for business on Wednesday 11/26

13. Adjournment – 2:00 pm.