Academic Leadership Council
Meeting Minutes
1:00 pm
Wednesday, October 3, 2025
TTC 4370 – 43980

**Present:** Officers and voting members: Almeda C, Benard D, Brady J, Coblentz D, Dockerty K, Digby K, Hadzic O, Hughes-Winfrey S, Jonas P, Keena T, Kring B, Myers S, Ott J, Ott S, Pearson S, Pruis C, Ratliff J, Rodgers A, Schmidt J

**Non-voting attendees**: Adams M, Bair R, Dunneback M, Fredericks G, Herbert B, Hubbell S, Lindsley D, Marsh-Peek A, Naatjes K, Postula S, Prister L, Reynolds B, Ross C, Talsma B, Tanis S, Walters M

1. Call to Order – 1:02 pm

2. Review/Revise Agenda – item 5.1 Added.

3. Approve Minutes – Minutes for Wednesday, August 27, 2025 – Approved

4. Guests

5. Officer Reports

5.1 Chair - Jenny Ott –
   - Welcomes Kitty Mitchell, the new Office Manager for Academic Support. Thanked Gabby Vernon for her support of ALC.

5.2 Vice Chair - Philipp Jonas – No Report
5.3 Secretary – Susan Pearson
   - ALC members to please share the ALC notes with their department members.
5.4 Master of Committees – Kevin Dockerty – No Report
5.5 Faculty Liaison – Jim Ratliff – No Report

6. Academic Services – Paige Eagan (Billy Reynolds)
      Course and Curriculum – Joe Brady
6.1 Kelly Naatjes has streamlined storing Curriculum Information on Shared Point.
   o KVCC Curriculum Resources Web page. The new website houses the following information:
      ▪ Current Syllabi – only current active syllabi (doesn't replace G drive). Allows access while off campus.
      ▪ Program Requirements for Board Approved AS/AAS and Transfer pathways.
      ▪ Committee Information
      ▪ Curriculum Glossary (Elements of a Course, Elements of a Program, Elements of Curriculum, etc.).
      ▪ Curriculum Development Process (Level 1, Level 2, and Level 3).
6.2 Course Curriculum
   o Level 1- changes were presented and approved: CIS 253; ECO 201 & 202; LPN 141, 143, 151, & 189; WPE 231; RP Program Description
   o Level 3 changes – were presented New degree & courses ECE AAS program and ECE Courses 101, 115, 130, 140, 160, 190, 208, 210, 211, 215, 250, 275, 278, 278 and 289. Course in activations: ART 273 and LEN 110.
   o Level 3 Deadline Discussion – Two concerns were raised by faculty:
      ▪ Unilateral due date changes without faculty, C&CC, or ALC input over the summer or 2025. Chairs/directors/faculty were not told of the due date changes until it was too late to meet the new dates for Fall 2026. Courses & curriculum will discuss at the next meeting.
      ▪ The length of time it takes to get level 3 courses approved for courses that run once a year can potentially take two years to get approved.

o Faculty Qualifications – are not on master syllabi, Sherry Postula will help provide this information for new course proposals.

*Meeting cut short due to a fire alarm. Below are notes gathered from the ALC members*

6.3 Notes from Paige Eagan Other

- Faculty Instructional Manual – Volunteers needed to renew and provide input on the Faculty Instructional Manual

- Grant Updates- It looks positive for the College to be awarded one of the State's College Success grants. Once an agreement is signed, an official update on this grant will be provided. Grant updates will be provided, if awarded one of the State's College Success grants.

- The next Teach. Tech. Talk. - will be in TTC 4230 (fishbowl) at 9:00 am on Friday, October 10. Please be sure to register.

- Transfer meeting with WMU – Instructional Department Chairs, Program Directors, Classroom Faculty, and Instructional Administrators are invited to join a small and mighty group from WMU concerning transfer between our institutions.

- This transfer/feedback meeting with Instructional personnel from Kalamazoo Valley will be led by WMU's Provost, AVP for Enrollment Management, and Senior Director for Academic Collaboration. This is a partnership outreach opportunity driven by the University's new President and the formation of a WMU committee to look at "all things transfer."

- Program Presentations to Student Services – Openings to meet with full Student Services unit are still available.

- Congratulations to our Nursing Department – on recent news of their successful ACEN programmatic accreditation.

6.4 Testing Center discussion items/updates – No Report

6.5 Accreditation Updates -- Angela Marsh-Peek
  - Assurance Argument – leads from the past criterion groups are writing and we are reviewing some drafts currently and we are compiling support for our Federal Compliance Review
  - During this process it's not uncommon to request additional evidence and clarity

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

9. New Business
    9.1 ALC officer elections will be in November for Vice Chair and Master of Committees. Roles begin with the January 2026 meeting and the duration of the term is 2 years.
    9.2 Discussion item: Reinvigorating ALC Dialogue

10. Outstanding Issues and Updates – None
    10.1 Enrollment Reporting

11. Upcoming meeting dates for 2025/2026— 1PM—4370/80 TTC
- 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.  As the reviews are finished, feedback is being sent.
- 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.  Information on how to complete CLO/ILO at the end of these notes.
- [Semester Action Dates – Fall 2025](#)
- [Academic Calendar – 2025-2026](#)

12.1 Announcements

- October 8th, at Anna Whitten Hall, "College Success: Come Build Your Studying Tool Kit!"

- The 2025-26 Visiting Writers Series begins on Monday, Oct. 20.

- Winter 2026 Registration begins Monday, October 6.

- Students who apply for a scholarship by November 1 are prioritized for Winter semester.

- "What's on your mind? Student Success Breakfasts" events this fall.

- EmployU Workshop, October 15 and 17

13.  Adjournment – 2:00 pm.