

Academic Leadership Council
Meeting Minutes
1:00 pm
Friday, April 3, 2026
TTC 4370/4380

Present: Almeda C, Benard D, Brady J, Coblenz D, Digby K, Dockerty K, Hadzic O, Hughes-Winfrey S, Jonas P, Keena T, McCann V, Murray B, Myers S, Ott J, Ott S, Pearson S, Prister L, Pruis C, Ratliff J, Rose H, Ross C, Tanis S, Wells L

Non-voting attendees: Adams M, Bergan N, Dunneback M, Eagan P, Fredericks G, Kasishke H, LaPenna J, Naatjes K, Postula S, Salinas C, Siebers A, Snead A, Talsma B, Valliere J, Wagner J, Washington, E

Guest- Halea Kasishke, Academic Development & Instructional Technology Analyst

1. **Call to Order** – 1:01 pm
2. **Review/Revise Agenda-** None
3. **Approve Minutes** – Minutes for Friday, February 6, 2026, the following changes and corrections were given:
 - Attendance was corrected to include McCann, V.
 - Item 6.1.4 (Level 2 – NURS 195) was identified for reconsideration.
 - Clarification was made regarding the relationship between NURS 195 support and item 6.1.5 (EMT 275): A withdrawal of support for NURS 195 should not affect the EMT 275 course.
 - A need for further review of the Course and Curriculum process was identified.
 - Consideration was given to requiring the faculty sponsor to be present at Course and Curriculum and ALC meetings when presenting curriculum proposals.
 - The post-ALC addendum will be revised accordingly.
 - Motion by Philipp Jonas: To approve the February 6, 2026 minutes as corrected, including return item 6.1.4 (Level 2 – NURS 195 change) to the Course and Curriculum Committee for further discussion. Seconded. Approved.
4. **Officer Reports**
 - Chair - Jenny Ott – Attended a leadership meeting and discussed several topics with suggestions and solutions.
 - Vice Chair - Philipp Jonas – No Report
 - Secretary – Susan Pearson- No Report
 - Master of Committees – Kevin Dockerty – No Report
 - Faculty Liaison – Jim Ratliff –
 - Jim is on the progressive retirement program, and his work hours will be reduced during the next academic year to 1/3. As a result, he is stepping down as faculty liaison effective the end of this academic year. A replacement liaison is needed for upcoming academic year.
 - Philip Jonas- the term for Faculty Liaison is based on the calendar year. An interim is needed to fill the remaining calendar year. A vote for permanent placement will take place in November.
 - Jim shared faculty requests to add another dean to the ranks.
 - Paige Eagan - noted

6. Academic Services – Paige Eagan

6.1 Course and Curriculum – Joe Brady- Committee Information

6.1.2 **Level 1 (information only):** 16 English courses updated the course description. All information is available electronically.

6.1.3 **Level 3: EMT 275** will be active in Winter 2027.

- Dan Benard: This is a course for the Paramedic program not EMT. There is an opportunity to add a licensure that is recognized by the State of MI. EMT 275 is not currently a part of the nursing program, this course offers a possible passageway.
- Motion to approve EMT 275 Course. Seconded. Approved.

6.1.4 **Level 3: NURS 275 LPN Licensing Credential**

- Motion to send back to course and curriculum committee for further discussion. Seconded. Approved.

6.1.5 **Level 3: Program, NRI Nursing AAS**

- Motion to send back to course and curriculum committee for further discussion. Seconded. Approved.

6.1.6 **Level 3: Inactivation of NR2 Program**

- Motion to send back to course and curriculum committee for further discussion. Seconded. Approved.

6.1.7 **Level 3: Program PRM – Paramedic Certification**

- Motion to approve Paramedic Certification. Seconded. Approved

6.2 **Faculty Instructional Manual** – in progress

6.3 **Grant updates**- No Report

6.4 **Accreditation Updates** – No Report

6.5 **Other-**

6.5.1 Nkenga Bergan- Thanks for supporting the KV Circle Center opening. Center provides resources to students to assist with removing barriers and stigmas.

- Student-Parent Group- focus group to support student-parents with children. Focus groups are held at AWH, TTC, and YMCA Maple Street location. YMCA provides Kid Zone activity center during group sessions, and free Y Memberships to parents.
- Focus group provides support for student-parents to connect, network, learn about available campus resources.
- Next group is April 22 at YMCA from 6-7:15pm. Refer interested student-parents to Nkenga Bergan or Louis Thomas to sign up.
- Faculty members who want to join the discussion on policies and procedures for children in the class environment should reach out to Nkenga Bergan.

6.5.2 Halea Kasishke- Support Hub Ticketing System- a faculty, staff and student resource help ticket system for IT, FSC or media services. Access help ticket and other resources in employee portal at help.kvcc.edu. Students can access system at kvcc.edu.

6.5.3 Paige- A new Office of Student Access software system will roll out on May 1, 2026. The software provides faculty on-line access to student accommodations and will replace the paper letter notifications. A demo of the new system will be shown at the summit.

6.5.4 Thank you to faculty who supported the KVCC-WMU leader's luncheon. Partnerships has formed to work on the student transfer process. The meeting was successful and discussions will continue fall of 2026.

6.5.5 Thank you for all who supported the HLC visit. A final report with outcomes will be issued in the Fall of 2026.

6.5.6 Chef Stephanie Hughes-Winfrey- the CAH had a successful site visit from American Culinary Federation Education Foundation Accrediting Commission.

- 6.5.7 Sherry Postula- Online summer courses are going well; courses are being added according to guidelines. The Ad Astra monitoring system is working great is now communicating with Banner
7. **Faculty Support** – Gail Fredericks- Promoted the Faculty Spring Refresh Week is April 6-10.
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
 - 8.3 Discussion Item: Self-Guided Placement
9. **New Business**
- 9.1 Curriculum Sponsorship/Procedure and Process
10. **Outstanding Issues and Updates**
- 10.1 Enrollment Reporting- Philipp Jonas
 - At week 12 winter enrollment is up 2.4% with student contact hours up 4.3%. Summer enrollments is up 8.3% with contact hours up ~~8.4%~~ 7.6%.
11. **Upcoming meeting dates 2026 – 1PM – 4370-80 TTC**
- 11.2 May 1 Summit Date
12. **Other**
- 12.1 **Reminders-** 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.
 - 12.2 **Announcements/Events-**
 - Sara Tanis- On May 2 is the **She Digs** - program for girls and women to gain experience with heavy equipment and growing technology. Registration is open.
 - The **Art Expo** is April 25, 10-2pm on the Arcadia Commons Campus. It will showcase the talents of KVCC students, faculty and staff while engaging with the arts and community.
 - KVCC employee Lynn Grammel has passed away. A memorial service is Friday, April 10.
 - The Ned Foskey **Poetry Prize event-** Student can submit poetry to win a prize, April 6 deadline
 - Early registration for Fall 2026 begins April 6.
 - Congratulations to Nkenga Bergan on achieving her Doctorate degree
 - Congratulations to Lorie Cooper, awarded the Distinguished Alumni award at TAPS on Tuesday, April 7.
- 12.3 Motion for closed Faculty session. Motioned. Seconded. Approved.
13. **Adjournment** – 2:27 pm.