

Kalamazoo Valley Community College
Academic Leadership Council
Meeting Minutes
1:00 pm
Friday, April 6, 2018
Texas Township Campus – Room 4370 & 4380

Present: Officers and voting members: C. Almeda, G. Barton Berry, D. Benard, J. Bley, R. Kraas, B. deDie, K. Dockerty, C. Garrett, K. Grubka, P. Jonas, E. Martin, S. Myers, J. Ott, S. Ott, B. Purdy, A. Rodgers, J. Shouldice

Non-voting attendees: D. Bertch, D. Coates, P. Eagan, P. Henning, D. Lindsley, B. Reynolds, M. Walters, N. York

1. Call to Order – The meeting was called to order at 1:02pm.
2. Meeting Minutes of February 2, 2018 – make the following revisions:
 - 2.1. Rick Kraas name was misspelled.
 - 2.2. Item 5.2 CCSSE was misspelled.
3. Review/Revise/Approve Agenda – None
4. Guests –
 - 4.1. Alisha Cederberg, E-CARs questions/answers
 - 4.1.1. No policy has changed regarding the E-CARs definition of “attendance” but a subcommittee has formed to review the ECARs processes related said definition.
 - 4.1.2. An interface change of E-CARs via the IT department will be forthcoming.
 - 4.2. Gena Mead, Bookstore, 65% of textbook orders for fall were in on time and some departments are starting switching to Cengage.
5. Officer Reports –
 - 5.1. Chair – Kevin Dockerty- Upcoming elections in May include the chair and secretary.
 - 5.2. Vice Chair – Philipp Jonas, no report.
 - 5.3. Secretary – Cynthia Schauer, no report.
 - 5.4. Master of Committees – Jenny Ott, no report.
 - 5.5. Faculty Liaison – Steven Walman, no report.
6. Academic Services –

- 6.1. Course & Curriculum – Dennis Bertch provided the Course and Curriculum Committee recommendations documents for voting approval by ALC. Those motions and approvals are as follows:
 - 6.1.1. **Course Inactivations** (1.1-1.4)
 - 6.1.2. **Course Revisions** (2.1-2.6)
 - 6.1.3. **New Courses** (3.1)
 - 6.1.4. **Program Revisions** (4.1-4.2)
 - 6.1.5. All motions to support passed.
 - 6.1.6. Discussions ensued about **Program Revisions** (4.1-4.2) for the Business Administration AAS to include the requirement or elective function of Math 116. Rick Kraas noted that the course allows the degree to get going, despite not knowing the sequence of the math course as it fits with transfer to Davenport University.
 - 6.1.7. The guidelines for **Programs of Study and Course Creation** (Executive Summary handout) were offered as a first reading to address concerns about general education requirements.
- 6.2. Other—
 - 6.2.1. The Culinary Program just went through an accreditation process. There were minor issues, but there is still time to fix the issues before July when they will have the process for full accreditation done.
 - 6.2.2. CCSSE is moving forward and looking at the item of “encouragement to study” with students.

7. Unfinished Business

- 7.1. Early College- Deb Coates-
 - 7.1.1. **Grade Distributions:** Deb provided a new handout “Early/Middle College Demographics”. Also, provided was a spreadsheet that includes bar graphs of Early College and Dual Enrolled students for fall 2017. There was a separate sheet showing grade distribution as compared to all other KVCC students.
 - 7.1.2. A Recommendation to endorse Business Department courses from currently **articulated high school credit to MOU3** offerings was discussed.
 - 7.1.2.1. MOU3 course offerings are KVCC courses taught at the high school, by high school teachers. These are college courses, with CRNs, that allow for more control and money for the department and college, and serve students better.
 - 7.1.2.2. It was noted that clarification is needed with MOU 3 instructors (high school teachers) that they are KVCC adjuncts and thus must follow the protocol required of any adjunct instructor (including mandatory use of Moodle Gradebook, and disallowing the use of “PowerSchool” or other types of grade-sharing apps so as not to violate FERPA requirements).
 - 7.1.3. Other -- **Schoolcraft High School** – has moved to mirror the college semester schedule which includes two 15-week semesters and one “skinny” 6-week semester.

7.1.4. During the “skinny” 6-week semester, SHS is looking to add some additional classes during May/June. They are willing to do 7.5 week classes, but noted that retaining students after school has “officially” ended may be challenging for the remaining 1.5 weeks of the semester.

7.1.5. ENG 110 and ENG 111 will not be taught by KVCC at Schoolcraft anymore as it will be taught by Glen Oaks Community College.

7.2. Finally, as a reminder only, High School testing is coming up; be aware but don't bend your policies for these students as they should have informed you ahead of time.

8. New Business--

8.1. No report

9. Outstanding Issues—

9.1. Fixing the schedule format to reflect day/times in sequence- Mike Collins

9.2. Request to update the ORG chart: a handout was provided for department chairs from Dennis Bertch.

9.3. Online forms are hard to use and do not transfer information easily-Tim Welch.

9.4. Questions about students who would like to sit in on a class as a ‘guest’ - Dennis Bertch.

9.5. Mechanism for assistance for students who suffer from depression and/or have had various kinds of trauma in their lives- Laura Cosby.

9.6. Stipend for student clubs—Dennis Bertch.

9.7. Voting representation on ALC—Jenny Ott.

10. Meeting dates times

Upcoming meetings – Winter 2018 – Friday Meeting Dates (all 1pm)

5/4 (4370 & 4380)

6/1 (4370 & 4380)

11. Other – Adjuncts and “Paid Time Off” in their contracts was raised as a point of discussion.

12. Adjournment – The meeting adjourned at 2:44pm.