

Kalamazoo Valley Community College  
Academic Leadership Council  
Meeting Minutes  
3:30 pm  
Thursday, August 30, 2018  
Texas Township Campus – Room 4370 & 4380

**Present:** Officers and voting members: J. Abbott, M. Adams, C. Almeda, G. Barton Beery, D. Benard, J. Brady, R. Cipic, W. deDie, M. Dey, K. Dockerty, K. Ferraro, H. Fish, C. Gearig, K. Grubka, P. Jonas, R. Kraas, E. Martin, V. McCann, S. Myers, C. Oliphant, J. Ott, S. Ott, D. Pantaleo, B. Purdy, J. Rix, C. Schauer, L. Taylor, M. VanDonselaar, S. Walman

**Non-voting attendees:** D. Bertch, D. Coates, M. Collins, L. Cosby, L. Depta, P. Eagan, G. Fredericks, S. Gardner, P. Henning, D. Lindsley, B. Reynolds, C. Olson, B. Taraskiewicz, M. Walters,

1. Call to Order – The meeting was called to order at 3:32pm.
2. Meeting Minutes of May 2, 2018 – Approved
3. Review/Revise/Approve Agenda – Move item 4- Guests, President Washington to the end of the meeting.
4. Guests – President Washington was welcomed by the committee. Dr. Washington informed the group of the October 19 Presidential Inauguration event that will celebrate the future and the past.
5. Officer Reports –
  - 5.1. Chair – Kevin Dockerty, No report
  - 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. Parts of Term Schedule- Dennis Bertch had a request to look at parts of term 5 & 6 to reduce them to 7 weeks in duration with a one week break. Times for grades to be entered and for any course prerequisites have been met for this change. These changes would be for all semesters. This could present as an issue for the summer semester, this issue will be put on the agenda for the next meeting. A motion will be required in the future for adoption of this change by the committee.

- 6.2. Academic Schedule- The question was posed to the committee if the College will change our fall semester start date to be before Labor Day since Western Michigan University has moved forward with this change. Further discussion will be had on this topic.
- 6.3. IDEA- Dennis Bertch informed the committee that the Idea instructor evaluation system will be ending its paper platform as of June 2019. Dennis would like a committee to form to look at alternatives to our current evaluation system. If anyone is interested in joining this committee, they may notify Deb Coates.
- 6.4. Academic Warning- Four students have been sent communications.
  
7. Unfinished Business, No report
  
8. New Business, No report
  
9. Outstanding Issues—
  - 9.1. Online forms are hard to use and do not transfer information easily along with the usability and formatting make filling out difficult. An example would be the Perkins form. The request for Permit to Enter student name spot is too long and very difficult to find. Online forms are difficult for the end user
  - 9.2. Voting representation on ALC with elections for chair and secretary up for re-election. Secretary position includes reviewing minutes received from Mary Morehouse and then posts approved minutes on Moodle and archives in the library. Also, send a follow-up summary after ALC meetings. Chair position sits on committees such as Administrators Plus.
  - 9.3. GPA- Since we are an open admissions college, 40% of our grades are a 4.0. This could be a reflection of grade inflation. This number needs to be verified for accuracy. Our current scale is a suggestion and instructors have academic freedom on how to use the grading scale. A tool for faculty to use would be the analytics dashboards to look at grades for particular courses per department.
  
10. Meeting dates times
  - Upcoming meetings –
  - 10/5, 11/2, & 12/7 all at 1:00 p.m.
  - A motion was brought forth by Phillip Jonas to approve the meeting dates, Gloria Barton Beery second the motion- motion passed.
  - A motion was brought forth by Cynthia Schauer to approve the meeting times, Phillip Jonas second the motion- motion passed.

11. Other – Dawn Pantaleo asked about the two semester student scheduling. Dennis will follow-up on this question.

Keep guest student policy on the outstanding issue item list as how do instructors identify these students as guests and how do we know these students have met the requirements for any prerequisite courses that they enter.

12. Adjournment – The meeting adjourned at 4:21pm.