

Kalamazoo Valley Community College
Academic Leadership Council
Meeting Minutes
1:00 pm
Friday, February 2, 2018
Texas Township Campus – Room 5830

Present: Officers and voting members: C. Almeda, G. Barton Beery, D. Benard, J. Brady, B. deDie, K. Dockerty, K. Grubka, P. Jonas, R. Krass, E. Martin, N. McClure, C. Oliphant, J. Ott, S. Ott, D. Pantaleo, B. Purdy, A. Rodgers, C. Schauer, J. Shouldice, and S. Walman

Non-voting attendees: D. Bertch, D. Coates, M. Collins, L. Cosby, G. Fredericks, P. Henning, D. Lindsley, B. Reynolds, C. Ross and M. Walters

1. Call to Order – The meeting was called to order at 1:01pm.
2. Meeting Minutes of November 3, 2017 – Add Joe Brady to the attendees for January 5, 2018.
3. Review/Revise/Approve Agenda – None
4. Guests – Gena Mead & Tonya Wolfe, Publisher Digital Subscriptions
 - 4.1 Tonya Wolfe was introduced as the new Assistant Bookstore Manager/Buyer
 - 4.2 Cengage Publishing is offering a platform called Cengage Unlimited students get unlimited on-demand access to over 22,000 ebooks and digital resources for \$119.00 a semester starting August 2018. If we use one of Cengage’s digital learning platforms, print rental will be available at no cost, only a fee of \$7.99 for shipping will be charged.
 - 4.3 Fall book orders are due by March 26.
5. Officer Reports –
 - 5.1 Chair – Kevin Dockerty-
 - The Executive Committee met with President Schlack and Dennis Bertch on February 1 to discuss various issues.
 - A new position is being created for a Moodle Specialist
 - A closed circuit feed is being made available for the other campus during the presidential presentations.
 - 5.2 Vice Chair – Philipp Jonas-
 - CCESSSE Committee met and discussed academic challenges and retention issue.
 - ALC One Question survey from January, “Should online courses be required to have at least one proctored assessment?”
 - 66.67% yes
 - 28.57% no
 - 4.76% other- see comments on provided handout
 - No question provided for February

5.3 Secretary – Cynthia Schauer, Reviewing the year end reports from the ALC meeting minutes with the following unresolved issues,

- Request to update the organizational chart
- Online forms are difficult to use
- Students skipping class in order to register for next semester classes
- Guest student sitting in on classes
- students with trauma in their lives
- General education courses and guidelines in the Program of Study
- CRN does not correspond with the time and dates for the class schedule
- ALC representation

5.3.1 Dennis Bertch will review

5.3.1 Proposal was made to have the ALC meeting minutes list the outstanding items that still need to be resolved at the bottom of the agenda.

5.4 Master of Committees – Jenny Ott, no report.

5.5 Faculty Liaison – Steven Walman brought forth the question of mandatory Moodle use for our adjunct instructors who are teaching off campus with our Early College students.

In previous ALC discussions the topic of a stipend for instructor who led student clubs has been brought forth. Steve informed the group that Phi Theta Kappa is currently the only student club that provides a stipend.

6. Academic Services –

6.1 Other – Dennis Bertch brought clarification to the group in regards to reporting sexual harassment. If Human Resources or the Student Relations Coordinator, Russ Panico, is not available to contact public safety or Mike Collins.

6.1.1- For a student complaint, contacts the Student Relations Coordinator. For an employee complaint, contact Human Resources

6.1.2 –KVAAP Director has been hired and will start on February 26. College wide Communication making the announcement will be sent.

7. Unfinished Business

7.1 General Education Requirements, course and curriculum will be meeting soon for further discussion.

7.2 Early College – Deb Coates

7.2.1 Record keeping Early College/Dual Enrollment off campus classes, asking the committee for the endorsement of this policy-see handout and as follows:

- Any class held off campus as part of the Early College or Dual Enrollment must use Moodle to record grades.
- Any instructor who teaches an off campus class must use Moodle regardless of employment status.
- Moodle will be used to record attendance, when required.
- Failure to comply will result in no longer being allowed to teach an Early College or Dual Enrolled course.

Kevin Dockerty brought forth the motion to approve and Erick Martin second the motion. The motion was carried with C. Schauer opposing.

7.2.2 Registration confirmation to reduce errors: PSEO to be due on the 100% withdrawal date. Puts the record keeping back on the high school. No motion brought forth.

7.2.3 Early College and Dual Enrolled registrations and Post-secondary enrollment option procedures: Keeps the high school on track. Filling in the gaps of students dropping classes. No motion brought forth.

7.2.4 May 10, first co-hort of early college completion ceremony with 69 students Participating; 20 will graduate. Students will be receiving HS diploma and some will be walking at our April 30 commencement.

8. New Business

8.1 No new business to report

9. Outstanding issues- New line that will be added to the minutes.

9.1 Request to update the ORG chart

9.2 Assistance for students who suffer from depression and other issues

9.3 8am registration start time causes students to skip class in order to register for classes

9.4 Online forms are difficult to use and do not transfer information easily

9.5 Questions about students who would like to sit in on a class as a “guest”

9.6 Stipends for student clubs

10. Meeting dates times

10.1 Upcoming meetings – Winter 2018 – Friday Meeting Date (all 1pm). Philipp Jonas moved to cancel February 23 ALC meeting due to lack of agenda items. A. Rodgers second the motion. The motion was carried.

- 4/6 (4370 & 4380)

- 5/4 (4370 & 4380)

- 6/1 (4370 & 4380)

11. Other –

- Library will be having cultural celebration event on March 27
- Summer camps for Early College registration opens on Feb. 15.
- Reminder that executive positions in the ALC leadership team will be addressed at the April 6th meeting
- Reminder to attend the presidential open forums
- Visiting writer series fliers will be available soon!

12. Adjournment – The meeting adjourned at 2:21pm.

: