

Kalamazoo Valley Community College  
Academic Leadership Council  
Meeting Minutes  
1:00 pm  
Friday, May 4, 2018  
Texas Township Campus – Room 4370 & 4380

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

**Non-voting attendees:** D. Bertch, D. Coates, M. Collins, L. Cosby, P. Eagan, G. Fredericks, P. Henning, D. Lindsley, B. Reynolds, & B. Taraskiewicz

1. Call to Order – The meeting was called to order at 12:59pm.
2. Meeting Minutes of April 6, 2018 – Approved
3. Review/Revise/Approve Agenda – None
4. Guests –
  - 4.1. Sarah Hubbell from Admission, Registration, & Records discussed the schedule formatting to change the printed class schedule to a day and time format in order to organize thins more appropriately for students. These changes will take in effect for the winter 2019 publication and online once the Banner 9 update is complete. There is also the potential for blended and night courses to have a different format as well but will be addressed in the future.
  - 4.2. EJ Bast from Enrollment Management presented data on projected college demographics that included the projected high school graduation rates has increased nationally but there has been a decline for the state of Michigan. Questions were posed on how the institution will be able to offset these declines.
5. Officer Reports –
  - 5.1. Chair – Kevin Dockerty- Kathy Johnson informed Kevin that revisions will be made to the analytics dashboard for easier use.
  - 5.2. Vice Chair – Philipp Jonas, no report.
  - 5.3. Secretary – Cynthia Schauer, no report.
  - 5.4. Master of Committees – Jenny Ott, Contact Jenny in regards to ALC representation from the Brewing and Culinary programs.

- 5.5. Faculty Liaison – Steven Walman, Discussion on the waiting process before hiring replacements for full-time faculty. Dennis Bertch response was that there are many factors that are looked at in order to make appropriate recommendations and hiring along with Board approval for replacement of positions.

It was also recommended for those adjuncts that leave the College after teaching for many years, that they receive a letter thanking them for their services. Dennis Bertch will follow up on this point.

6. Academic Services –

- 6.1. Guidelines for Programs of Study and Course Creation 2<sup>nd</sup> reading, handout was passed out.
- 6.2. Course & Curriculum 2<sup>nd</sup> reading included condensed version with checklist for course creation. Kelly Sparrow will be the contact to move things through course & curriculum with pilot courses running for 2 or 3 semesters before going through the course & curriculum process unless it is part of the Program of Study, and then it would need to go through course & curriculum first. The timeline is three months for changes to go through course & curriculum if everything is in place.

- Philip Jonas brought forth the motion to approve course & curriculum course revision, motion was seconded by?? Motion passed.
- Jenny Ott brought forth the motion to approve course revisions, motion was seconded by Kim Grubka. Motion passed.
- A motion was brought forth the motion to approve the General Automotive Certificate, motion was seconded by Jenny Ott. Motion passed.

6.3 Students are no longer guaranteed placement in health career programs. Students going into health careers would first go into a general studies health career program. This will enable students to take classes that would apply to their bachelors program while they wait to take classes for their specific health program.

- Erick Martin brought forth the motion to approve health sciences general studies, AAS, motion was seconded by Philip Jonas. Motion passed.

7. Unfinished Business

- 7.1. No report

## 8. New Business--

### 8.1. Online Academic Integrity was presented by Gail Fredericks and Scott Myers.

Discussion was had on the presented materials that included strategies for preparing the course, organizing the course, and evaluating the course. Robust discussion followed that included a motion that was brought forth by Scott Myers for adoption of presented materials and the motion was seconded by Steve Ott. The motion was not approved and the topic will be put on the agenda in the future for further discussion.

- Scott Myers brought forth the motion to end the debate on the topic and Philipp Jonas seconded the motion. Motion passed-debate ended.

8.2 Adjunct Onboarding was presented by Gail Fredericks and Jenny Ott. This is an all voluntary process for adjuncts that includes a level one and a level two system. Step one will be meeting with your campus office manager and department chair. Level two will involve workshops that will be online and in person for training on Class Assignment Schedules, Ideas Evaluations, etc. If the adjunct completes the onboarding process they will receive a \$200 stipend.

This presentation was informational and no motion was brought forth.

8.3 ALC executive position for 2018-2019, the position of Chair and Secretary will be available. It was proposed that these position start in January with elections in November.

- Philipp Jonas brought forth to change elections to November for terms starting in January, motion was seconded by Rick Kraas. Motion passed with Scott Meyer opposing and Jeff Shouldice abstaining.
- Steve Ott brought forth the motion for extension of Kevin Dockerty (President) and Cynthia Schauer (Secretary) positions; motion was seconded by Rick Kraas. Motion passed.

## 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 –

6/1 (4370 & 4380) has been cancelled.

11. Other – None

12. Adjournment – The meeting adjourned at 2:51pm.