

Kalamazoo Valley Community College
Academic Leadership Council
Meeting Minutes
1:00 pm
Friday, November 2, 2018
Texas Township Campus- Room TTC 4370 & 4380

Present: Officers and voting members: J. Abbott, C. Almeda, G. Barton Berry, D. Benard, J. Brady, M. Dey, C. Gearig, K. Grubka, K. Kerstetter, P. Jonas, E. Martin, A. Moss, N. McClure, S. Myers, J. Ott, B. Purdy, C. Schauer, S. Walman

Non-voting attendees: R. Bair, D. Bertch, D. Coates, M. Collins, L. Cosby, W. deDie, G. Fredericks, S. Gardner, P. Henning, D. Lindsley, C. Oliphant

1. Call to Order – The meeting was called to order at 1:02 pm.
2. Meeting Minutes of October 5, 2018 – Approved
3. Review/Revise/Approve Agenda – None
4. Guests – None
5. Officer Reports –
 - 5.1. Chair – Scott Myers has attended two Administrator’s Plus meetings, which will be going from meeting twice per month to once per month. Scott has also attended a Conversation with the President, and recommends that others do so as well if they have not already.
 - 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 – Steve Walman brought forth the issue of many employees leaving and retiring, in particular Dennis Bertch, and what kind of process will be in place to search for his replacement. Scott Myers said that the normal procedures would be in effect, with a committee being started shortly, but there may possibly be an interim appointed in the meantime.

Commented [SM1]: Scott

Commented [MM2R1]:

Commented [MM3R1]:

Commented [SM4]: Scott

6. Academic Services –

6.1. Course and Curriculum,

- Inactivations effective 202010: BREW 150, DHY 291, EMT 201, EMT 211, EMT 221, EMT 225, EMT 235, EMT 241, EMT 245, EMT 251, EMT 255, ESL 090, ESL 091, ESL 093, ESL 101, HCR 119, HUM 291, PSY 102, THR 101, THR 111, THR 112, THR 160, THR 161, THR 211, THR 278, TRS 101. Motion was brought forth by Philipp Jonas to inactivate courses, seconded by Jenny Ott, motion passed.
- Course revisions effective 202010: ANM 131 and DHY 241 will have title changes, and DHY 258 and DHY 268 will have strategy changes. Motion brought forth to allow revisions by Philipp Jonas, Gloria Barton Berry seconded, motion passed.
- New courses additions of ANM 211, ANM 231, BREW 151, BREW 152 effective in 202010. Motion was brought forth by Cynthia Schauer, seconded by Jenny Ott, motion passed.
- Program revisions effective 202010: Animation & Game Art, AAS; Computer Aided Design, AAS; Dental Hygiene, AAS; Engineering Technology, AAS; Multi-Media/Video, AAS; Sustainable Brewing, AAS; Sustainable Brewing, CERT with credit hours remaining unchanged. Fire Science, AAS will increase overall credit hours from 62 to 63. Motion brought forth by Erick Martin, seconded by Chris Gearig, motion passed.

Commented [SM5]: Cynthia Schauer

7. Unfinished Business –

7.1. Academic Schedule Changes, for parts of term 5 & 6 to be moved from 7 ½ weeks to 7 weeks. Jenny Ott voiced support of this change. Additional pros to this change include allowing for one week between parts of term, which would allow for enforcing pre requisites. Cons discussed included the timing with Thanksgiving break in the second half. Dennis Bertch will continue to explore options and will bring back his finding.

7.2. Full Year Schedules, was discussed. Philipp Jonas brought forth the motion to table this discussion indefinitely, Steve Walman seconded. Cynthia Schauer made a motion override Philipp's decision, to instead send the issue to the Retention Committee for further review. Erick Martin had an issue with sending this issue to the Retention Committee, and Cheryl Almeda seconded this concern. John Abbott would like to explore what other colleges are doing, and Al Moss is concerned about agility issues for the college. Cynthia Schauer made a motion to end the

debate, with Philipp Jonas seconding, motion passed. Motion to send to Retention Committee did not pass. Motion to table indefinitely did not pass. There was discussion regarding starting a committee to further investigate the pros and cons of this decision. This issue will be moved to unfinished business.

7.3. Guest Students, Dennis Bertch said that this will be going into effect.

7.4. IDEA Committee, Deb Coates shared that the committee met in two separate groups. One group is researching what other institutions are doing in replacement of IDEA forms, one group is researching what other products could be used. The next meeting date is November 9, 2018.

7.5. Add-Drop Policies, Jenny Ott said that there is nothing to follow up on.

7.6. Pool Closure, Joe Brady gave an update stating that if the pool was to undergo replacements to the existing system, it could allow the pool to run for two more years for only \$1,000. Mike Collins stated that this information will be brought to the Pool Committee once it has formed.

7.7. Student Clubs, Cheryl Almeda said thank you to all the faculty members that shared information regarding the newly formed Education Club with their classes. This club will be moving forward, and the students involved seem to be enthusiastic.

7.8. Online forms, Chris Gearig will be doing a training on November 30, for anyone who wants a little bit more training.

7.9. Grade Distributions & Success Rates, Philipp Jonas made a motion to table this issue until February, Cynthia Schauer seconded, motion passed. Jenny Ott abstained the motion.

8. New Business

8.1. Deb Coates – Early (Middle) College

- Passed out a handout of classes for the winter semester, which features MOU2 courses at Bangor, Comstock, and Schoolcraft.
- Deb Coates spoke about how Glenn Oaks has been approaching and starting to offer classes to Schoolcraft and Comstock, which is concerning.
- Schoolcraft will be featuring a skinny semester this year, which will have 30 business days towards the end of their academic school year.
- Deb Coates had clarified that there is no standard language when it comes to what to call Early (Middle) College- three different partners call it three different things: early college, early middle college, middle college.

8.2. ALC Secretary Election

- Cheryl Almeda offered to take on this position. No one else offered themselves for the position. Philipp Jonas made the motion to appoint Cheryl Almeda as the new ALC Secretary, Erick Martin seconded, motion passed. Steve Walman thanked Cynthia Schauer for her service and work as the ALC Secretary.

9. Outstanding Issues

9.1. Title IX

- Aaron Hilliard and Amy Louallen will be trained to be trainers.
- Mike Collins made the suggestion that the legal team be included in these training sessions.
- The verbiage of the college wide email was discussed. It was officially recognized that full time faculty are required to attend either the training in November or the training that will take place during seminar days in January.

9.2. Operating Procedures for ALC

- Bill deDie will be working with Jenny Ott to go through archives.

9.3. Online Courses listed by day and time

- Jenny Ott will be reporting back once she gets some clarifications.

10. Meeting dates and times

10.1. Upcoming meetings

- The next meeting will be on December 7, 2018 at 1:00 pm in TTC 4370 and 4380.
- There will be a meeting on January 4, 2019, with the time and location TBD.

11. Other

- 11.1. Gail Fredericks reminded everyone that there will be reviews of new learning management software. Faculty members that attend these workshops will then have the chance to vote on which software systems to invite back to further review.

12. Adjournment – The meeting adjourned at 2:11 pm.