

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, December 1, 2019  
Texas Township Campus- Room TTC 4370 & 4380

**Present:** Officers and voting members: J. Abbott, C. Almeda, C. Barrett, D. Benard, J. Brady, K. Dockerty, C. Gearig, K. Grubka, S. Hughes, P. Jonas, E. Martin, M. Myers, S. Myers, J. Ott, S. Ott, B. Purdy, C. Schauer, S. Walman

**Non-voting attendees:** M. Adams, V. Chapman, D. Coates, M. Collins, L. Cosby, B. deDie, L. Depta, P. Eagan, P. Henning, P. Joswick, P. Linden, D. Lindsley, K. Miller, C. Oliphant, C. Olson, B. Reynolds, L. Thomas, M. Walters, L. Winch, T. Welch

Call to Order – 1:00pm

1. Review/Revise Agenda-None
2. Meeting Minutes of November 1, 2019 - Approved
3. Guests –
  - 4.1. Tim Welsh, Vice President for Information Technology gave an update with what has recently happened at the College in regards to technology issues. These issues were caused by design issues in the wiring and virtual hosts along with high turnover in the department. A third party vendor was utilized that works with other higher education institutions to help with these issues. Moving forward IT will work on becoming proactive instead of reactive and improve redundancy and system recovery. They will also be looking into having the phone system on its own physical host and sending Rave messaging updates. IT will be putting together a new technologies master plan that will be coming out in the spring.

5. Officer Reports

5.1 Chair – Scott Myers reported that Nicole McClure is on sabbatical next semester and Nancy Vendeville will be stepping in for her.

Three terms on the ALC committee are ending but those individuals are willing to stay on. Jenny Ott – Master of Committees, Steve Walman – Faculty Liaison and Philip Jonas – Vice Chair.

A motion was brought forth to approve P. Jonas to continue as Vice Chair, seconded by S. Ott. Motion passed.

A motion was brought forth by E. Martin to approve S. Walman to continue as Faculty Liaison, seconded by J. Ott. Motion passed.

A motion was brought forth by E. Martin to approve J. Ott to continue as Master of Committees, seconded by J. Abbott. Motion passed.

S. Myers appreciated everyone's help in regards to Course & Curriculum. The process between ALC and C&C will remain the same. Methods to improve communication will be looked into to increase efficiency on these committees.

5.2 Vice Chair – Philipp Jonas, No report

5.3 Secretary – Cheryl Almeda nominated John Abbott for her position as Secretary as she is going on sabbatical for the winter 2020 semester. A motion was brought by K. Grubka to approve, seconded by E. Martin. Motion passed.

5.4 Master of Committees – Jenny Ott spoke on the January 3 Summit and encouraged everyone to register for the event and the different breakout sessions. The Summit will start promptly at 8am with breakfast starting at 7:30am. Dr. Washington will do the service awards differently with VIP seating for the awardees per service year.

5.5 Faculty Liaison – Steve Walman spoke on the recent issue with a full time instructor giving a grade to a student that the dean overrode by changing the grade or by allowing the student to move onto the next course even though the student failed the course. The question is, does administration have the right to override faculty? The full time union was involved in this issue. The situation has been resolved and the union is not pursuing the issue further. Faculty brought up concerns with academic freedom in regards to this issue and are looking for the official process in these situations.

- Language in the course Class Assignment Schedules are key for faculty in these situations. CAS are not contracts and the CAS does not override college policies.
- The point was brought up that students have a grade appeal process that needs to be followed.
- A task force will be created by ALC to look into these matters and to make policies or recommendation. J. Ott and P. Linden have volunteered to be on this committee but are looking for others to join as well.
- Make Walters would like faculty to inform him when a class is coming into the library. The priority is for faculty who are utilizing the library staff to have first use of the computer classroom versus faculty who do are not utilizing the library staff.
- In regards to disposing of outdated library materials, the library does not notify faculty of these purges. Mark would be happy to work with faculty on this issue. Would love to have more classes and faculty in the library.

## 6. Academic Services – Peter Linden

### 6.1. Course & Curriculum –

- Marty Myers had multiply changes for the Criminal Justice program
- Kevin Dockerty is adding an Intro to Social Work course
- Beth Purdy noted new pathway options for student the the Graphic Design program
- All C&C program revisions and additions passed. See handout.

- 6.2.CCSSE and CCFSSE – CCFSSE will be administered in winter 2020 with surveys running midpoint of winter semester. They were not able to run last winter due to weather issues.
- 6.3.Board of Trustees Academic Update Presentations- Academic updates on developmental courses, guided pathways, and KVAAP happened at the board meeting.
- 6.4.Academic Master Plan – The first meeting took place this morning and robust discussion will take place at future meetings in order to align the College’s strategic plan with the academic master plan.
- 6.5.Winter Commencement – Commencement will take place on Dec. 15 at 2:00pm and C. Almeda will be the keynote speaker.
7. Early Middle College – Deb Coates is still registering EMC students. This process should be completed within the next week. A Study Break event will take place on Dec. 10 & 11 from 11am to 2pm for EMC students. The College is collaborating with Aramark in order to provide a reduced lunch option through the cafeteria for EMC students for 12<sup>th</sup> and 13<sup>th</sup> year students. A mini grant is helping to support this effort.
8. Ed2Go and Groves update – Kate Miller passed out a draft document with the winter offerings.
9. Unfinished Business- None
10. New Business
  - 10.1. Strategic Scheduling Team – Mike Collins and Peter Linden formed a committee that will look at scheduling and the tool used (AdAstra). Recommendations will be coming to ALC from this committee. Committee is comprised of J. Potter, S. Walman, P. Jonas, K. Dockerty, D. Brock, K. Sparrow, and S. Hubbell. The first meeting will take place at the end of Jan. 2020.
  - 10.2. Student Progress Reports – Steve Ott is concerned that the second round of Caspers is to close to the end of the semester. Proposing only one round or moving both rounds up to early dates in the semester. Maybe have the option of the second round containing only one question. Long term this could be eliminated with the implementation of Canvas. L. Cosby will look into this issue and will report back to the committee. As of now, faculty still need to complete this form for the fall 2019 semester.

10.3. EvaluationKIT – Philipp Jonas has provided training to faculty with only about 40 in attendance. Jonas has completed a video that the FSC has sent out via an email to all faculty.

#### 11. Outstanding Issues

11.1. Learning Management System – Gail Fredericks-absent, no report

11.2. Institutional Learning Outcomes committee – Deb Coates reported that almost all of the responses have been received and that teams have been assigned for mentoring. Results to be given out in Feb. Deb will reconnect with the group in March.

12. Meeting dates times – January 3, 2-3:00 p.m.; TTC 4370/4380. There will be a C& C update.

#### 13. Other –

- Holiday potluck 11:00 am to 2:00 pm on Dec. 12.
- For the fall 2020 semester, the college will start on Sept. 8 and end on Dec. 21. M. Collins will be providing the schedule to S. Myers. There is consideration regarding starting before Labor Day in order to align with the K-12 schools and WMU.
- Veterans- Marty Adams is available for student referrals in the absence of a veteran coordinator. Position has been approved and will be posted soon.
- Guided pathways are not currently online. Ongoing discussions are taking place before the college is able to post this information online.
- Linda Depta let the group know that winter registration has gone from 13% down to 6%.

14. Adjournment – 2:33pm.