

Kalamazoo Valley Community College
Academic Leadership Council
Meeting Minutes
1:00PM
Friday, February 8, 2019
Texas Township Campus- Room TTC 8580

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

Non-voting attendees: D. Coates, M. Collins, L. Cosby, W. deDie, P. Eagan, G. Fredericks, T. Hamman, P. Henning, C. Jbara, D. Lindsley, K. Miller, C. Oliphant, C. Olson, W. Reynolds, J. Rix, B. Taraskiewicz, M. Walters, M. Washington

1. Call to Order- The meeting was called to order at 1:00 pm.
2. Review/Revise Agenda – None
3. Meeting Minutes of January 4, 2019 – Approved
4. Guests –
 - 4.1. Alisha Cederberg and Evan Pauken spoke on the Student Voices Advisory Council, which has been designed as a way help to provide student feedback, student development, and to set norms. This is funded through a mini grant that was applied for and granted, which will be used to provide the food for the meetings. Applications went out to students to serve on this committee. There will be 53 students on the council for the first semester; two groups will meet at TTC and one group will meet at AWH/CAH, with three faculty representatives in attendance for each event. The first meeting was cancelled due to snow days, but there will be meetings in February, March, and April.
 - 4.2. Mike Collins spoke about the message regarding snow days and school closures. In an effort to cater to the students, there may be times where there will be a delayed start and/or classes will be cancelled, but the college will be open for business to assist students with their needs. Instructional faculty are not expected to show up on snow days, but non-instructional faculty will be expected to show up as part of the normal business operation.
 - 4.3. Jamie Rix brought forth language found in the General Education Outcome: “effective written and oral communication” and would like to know how to better word this outcome to be able to better describe her American Sign Language (ASL) courses. She feels a struggle to find how to meet this requirement in her ASL courses, as there is no written or oral testing. E. Martin stated that most other institutions nowadays typically have four or five outcomes that are broader in scope. D. Coates, as chair of the Institutional Learning Outcomes (ILO) Committee, spoke that she will bring this issue to the ILO Committee so that they may discuss

and make a recommendation to ALC, and with ALC's blessing can move it forward to the Board of Trustees to vote on.

- 4.4. C. Jbara and K. Miller came to speak to ALC about the Ed2Go noncredit learning system that will be implemented at the Groves. This program should not come into conflict with other credit programs that the college offers. In an effort to sift through the course offerings, volunteers from ALC will be joining an Ed2Go committee that already has members from the Groves and the Food Innovation Center on it to determine which courses would be the most appropriate to offer to the community. There was discussion about the need for a disclaimer, so that students will not take these courses offered at the Groves and assume that they will receive credit for these courses. The committee discussed that this could now be the beginning of more open communication between the Groves and the other campuses so that all campuses can work seamlessly together. **List volunteers for the committee.**

5. Officer Reports

- 5.1. Chair – Scott Meyers – Nothing new to report
- 5.2. Vice Chair – Philipp Jonas – Nothing new to report
- 5.3. Secretary – Cheryl Almeda – Nothing new to report
- 5.4. Master of Committees – Jenny Ott – Nothing new to report
- 5.5. Faculty Liaison – Steve Walman – Nothing new to report *

***I had to step out for a moment, please confirm.**

6. Academic Services – P. Eagan gave kudos to everyone on their flexibility involving the snow days, as well as the productive conversation regarding open communication between all of the various KVCC college campuses.
7. Early Middle College – D. Coates had to step out, so D. Lindsley spoke on her behalf. The deadline for student applications is quickly approaching, and there are various parent and student information nights scheduled. The EMC team will meet with all of the coordinators on February 14 to make plans through the fall, with the EMC Advisory Committee meeting sometime after spring break. P. Eagan also added that KRESA has started design teams to look at their career technical programs and how that would end up looking for education, industry, and a long-term strategic plan, as well as looking into if/and where the program could centralize. KVCC is represented on the design teams.

8. Unfinished Business

- 8.1. Full Year Schedules subcommittee – L. Cosby joined with enrollment services and gained useful information regarding the need for curriculum changes, financial aid,

and market demand. L. Cosby would like to invite S. Hubbell to the next meeting to speak to this topic.

8.2. IDEA committee update – D. Lindsley gave the update on behalf of D. Coates. Smart Evals was on campus last week, with the presentation now available on Moodle. Blue by Explorance is on campus today, Evaluation Kit is scheduled to come to campus next week on the 15th, and IDEA is scheduled to come to campus on the 22nd. The committee will seek input from faculty and will make a recommendation after break.

8.3. Pool update – M. Collins informed the group that the review document should be available next week.

8.4. Service learning – L. Cosby would like to remove this topic until next time.

8.5. Learning Management System – G. Fredericks informed the group the email surveys were due back to day, and that there will be the first mini meeting next Friday.

9. New Business

9.1. Faculty development – C. Almeda reported that there was nothing new to report

9.2. ALC roles and responsibilities – S. Meyers brought forth the need for written clarification and documentation on the roles and the responsibilities of the department chairs, and how the position is chosen. As well, there needs to be clarification between all of the various roles- chair, coordinator, lead instructor, etc.- so that the language and the definitions are clear. The ALC executive committee will discuss on how to move forward with this task.

9.3. Testing Center Hours – D. Lindsley spoke to the group on the amount of traffic the testing center is seeing due to all of the snow days. Due to the high volume of traffic, D. Lindsley wanted everyone to know that there may be delays for both students and instructors, and that they would be strictly enforcing the test sign out policies, as well as the student ID policy. M. Collins stated that he could look into his facility use plan and bring the modification of the testing center as a possibility to look at to be sure that the space is being utilized correctly.

10. Outstanding Issues – None

11. Meeting Dates and Times – ALC will meet on March 1, as there may be important Course and Curriculum changes brought forth during this time.

12. Other –

- 12.1. J. Brady announced that the exercise science courses were approved and are now in Degree Works and Guided Pathways, with students starting to sign up. He wanted to express thanks to D. Bertch, D. Coates, P. Eagan, G. Jacobs, K. Sparrow, H. Stevens, and all of the others who contributed.
 - 12.2. P. Hughes wanted to recognize S. Hughes for being named the Chef of the Year by the American Culinary Federation (ACF) Chapter of Kalamazoo/Battle Creek.
 - 12.3. M. Washington requested to have any information sent to him regarding end of the semester activities- pinning ceremony's, etc.- to please email S. Smurr about these activities by the 15th so that he may put them on his calendar. In addition, M. Washington expressed that he would like to start bringing more awareness to the Kalamazoo Foundation, internally, and would love to see if everyone could donate. Lastly, M. Washington informed the group that KVCC's graduation time would be moved up to 2pm at Miller Auditorium, in an effort to allow students the time to celebrate with friends and family afterwards.
13. Adjournment – The meeting adjourned at 2:46pm; P. Jonas approved, S. Ott seconded the motion