

Kalamazoo Valley Community College
Academic Leadership Council
Meeting Minutes
1:00PM
Friday, March 1, 2019
Texas Township Campus- Room TTC 4370 & 4380

Present: Officers and voting members: J. Abbott, C. Almeda, G. Barton Beery, K. Dockerty, C. Gearig, K. Grubka, P. Jonas, K. Kerstetter, E. Martin, S. Myers, J. Ott, S. Ott, B. Purdy, C. Schauer, S. Walman

Non-voting attendees: M. Collins, L. Cosby, W. deDie, P. Eagan, H. Fish, G. Fredericks, P. Henning, A. Hilliard, S. Hubbell, D. Lindsley, K. Miller, C. Olson, W. Reynolds, A. Snead, B. Taraskiewicz, M. Walters

1. Call to Order-1:01 p.m.
2. Review/Revise Agenda – None
3. Meeting Minutes of February 8, 2019 – Approved
4. Guests –

4.1. Sarah Hubbell – Full year schedules

Sarah informed the committee that there are two local colleges that have implemented year round registration, those being GRCC and GVSU. Switching to this format would be difficult as the curriculum changes three times a year. Students would be registered for course that we would be able to drop them from. Banner has a restriction in the number of times that students are able to register for courses. An alternative to year round registration would be to publisher schedule grids for students to be able to view future courses. This process would align with Guided Pathways. Communication between department chairs and pathway advisors would be crucial to the success of implementing a schedule grid. Laura Cosby and Sarah Hubbell will follow up with the committee.

4.2. Aaron Hilliard – Requested/medical leave and hiring/search committees

Aaron informed the committee the FMLA (Family Medical Leave Act) is being used more frequently. For FMLA, up to 12 weeks of time off can be taken. This can or cannot be combined with your leave time. There does need to be certification from a doctor submitted to HR. The College does not make the decision on how much time a person takes off and you may return to work when your doctor releases you. Supervisors may not ask their employee questions about their condition. If a supervisor is asked where the employee is, the only information given should be that the employee is on leave. HR is seeking alternative assignments for when a faculty member returns to work after having a substitute step in for a course. The department and the instructor

need to provide the alternative assignment. For any questions regarding FMLA, please contact Susan Matlis in HR.

For hiring adjuncts, HR would like department chairs to be involved. If the department chairs knows of a qualified individual to notify HR of the person in order to begin the hiring process. The adjunct position does not necessarily need to be posted. This also applies to clinicians. A Justification of Position form will need to be filled out for other positions but not for adjuncts or clinicians. For Perkins, the adjunct will need to have completed two years of work experience. The contacts in HR for hiring new adjuncts is Jauwanna Pitts & Renae Skutnik.

The full time hiring process is being looked for revision in order to be more efficient. HR is working on a procedures manual for both full time faculty and staff.

4.3. Aaron Snead - Moodle and Respondus lockdown browser

The Testing Center informed IT that students were being kicked out of their tests. Moodle and Respondus's lockdown browse had a bug in the old version of the plug in which caused operational issues for students. IT worked with Respondus and completed an update. This update caused restrictions that faculty had implemented on their test to no longer function which lead to test being compromised. Students were also able to view test in locations other than the Testing Center. IT will be doing additional testing on the Respondus system net week since it is the week of spring break. IT will be implementing procedures and working with vendors in order to make sure this issue does not happen again.

5. Officer Reports

5.1. Chair – Scott Meyers – The message from Dr. Washington is that the College will continue to pursue online learning.

5.2. Vice Chair – Philipp Jonas – No report

5.3. Secretary – Cheryl Almeda – No report

5.4. Master of Committees – Jenny Ott – No report

5.5. Faculty Liaison – Steve Walman – Allowing key card access for faculty to be able to access the building on the weekend or during non-operational hours. The use of a key card access system would be implemented on all campuses. Part of the implementation of key card access, is that faculty will need to notify public safety when they are on campus during off hours. The use of implementing a code system will also be looked into. Dr. Washington is in agreement with this implementation. Mike Collins will be pursuing this request with public safety.

6. Academic Services – P. Eagan

- Paige thanked the faculty, Testing Center and Counseling for all of their work during this semester of difficulties due to weather issues.
- The Ed2go task force met last week and a distribution of the course lists have been sent out for review. All feedback in this matter is welcome.
- The Industrial Trades work group has been tasked with the goal to develop communications methods between the credit/non-credit groups. The recommendations from this group will then be looked at for other groups to implement as well.
- The College is preparing for the HLC on site visit for our online business program. We have proposed three dates for this visit and are waiting to hear back on which day was chosen. This visit will take place in either May, June, or July.
- Reminder that March 27 is the Day of Giving.
- Full-time faculty positions – Thirteen positions will be filled for the fall 2019 semester in the following areas:
 - BIO, Anatomy & Physiology – 2
 - BUS – 2
 - CHM – 1
 - ELT – 1
 - Librarian – 1
 - MATH - 1
 - MAT, Faculty/Program Director – 1
 - NURS – 1
 - PSY - 1
 - RCP, Faculty/Program Director – 1
 - SOC, Gender and Women’s Studies Faculty – 1

7. Early Middle College – D. Coates, no report

8. Unfinished Business

8.1. IDA replacement committee update – Deb Coates, no report

8.2. Institutional Learning Outcomes committee – Deb Coates, no report

8.3. Ed2Go Task Force – Kate Miller, no new information

8.4. Pool update – Mike Collins informed the group that the study is complete and the architect would like to give a presentation to the committee. More details to follow.

8.5. ALC Roles and Responsibilities – Scott Myers will be working with the officers and will have information to present at the next ALC meeting in April.

8.6. Learning Management System – Gail Fredericks has sent out emails in regards to details on the timeline. Three instructors for each vendor will go through demos of the systems starting the week after spring break and going into April. The demos will be recorded for view by other faculty. The demos will be followed by a Q&A session from the vendors in April. The goal is to make a decision at the end of April for which system will be implemented. If an offsite Moodle host is chosen then implementation will be in winter 2020. If a new LMS is selected then implementation will be in fall 2020. A request for participants for the demos will go out with the ALC summary sent by Cheryl Almeda. A rubric will be coming soon.

9. New Business –

- Commencement - Jenny Ott reminded the committee that commencement will be moved to a start time of 2:00 p.m.
- The provost position is progressing well and a timeline has been established. The committee is hoping to have recommendations to the president by the end of March.

10. Outstanding Issues – No report

11. Meeting dates times – April 5 & May 3, both at 1:00 p.m. in 4370/4380-TTC

12. Other –

- Denise Lindsley informed that the Testing Center is getting back to normal and normal procedures are going back into place. She reminded the committee that there are two testing center locations, one at TTC and one at AWH. The AWH Testing Center is the same size at the TTC location. Denise also informed that the testing centers have free ear plugs for students to use. Denise will be sending out an email communication containing the operational hours of the Tutoring and Testing Center for the week of spring break.
- Patti Henning reminded the committee that the Perkins Compliance is still happening on March 20th. She is looking at ways to improve the process for developing the Perkins budget.

- Jenny Ott gave information on the Day of Giving event. Tables will be set up at all campuses and a table will be available in the Faculty Reception area for donations. If you would like to volunteer at the table, please contact Jenny. The College wide goal for this event is to raise \$5,000.
- Laura Cosby informed the committee that there will be a Food Share event on March 12 at TTC from 2-4:00 p.m. This event will have 50 bags of food to be given away to registered students. The same event will also take place at AWH on March 19 from 2-4:00 p.m. It was also shared that if there is a student in need of food to contact either the Learning Center at TTC or Meredith Vanderhill at AWH.

13. Adjournment – 2:31 p.m.