

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

**Present:** Officers and voting members: J. Abbott, C. Almeda, D. Benard, J. Brady, K. Dockerty, C. Gearig, P. Jonas, D. Loucks, E. Martin, N. McClure, S. Myers, S. Ott, S. Pearson, B. Purdy, C. Schauer, S. Walman

**Non-voting attendees:** M. Collins, L. Cosby, L. Depta, C. Jbara, D. Lindsley, C. Oliphant, C. Olson, B. Taraskiewicz

1. Call to Order – 1:00 p.m.
2. Review/Revise Agenda- None
3. Meeting Minutes of October 4, 2019 - Approved
4. Guests –
  - 4.1.Sarah Hubbell – Electronic ARE form
    - An electronic ARE form can be provide for faculty use. With the current system student will still need to go to the Admissions office. In the future students will be given a “pin” that will allow them to enroll in a closed course with instructor approval.
    - Sarah shared with the group that she would like to implement an Incomplete Contracts electronically. This would clear students/instructors from having to meet to gain a signature.
    - Both electronic and paper forms will still be used.
    - The ARE electronic form will be available soon. Sarah will come back to the group and provide a demonstration.
  - 4.2.Aaron Hilliard – Adjunct Collective Bargaining Agreement
    - HR is working on an electronic form that will allow HR to share forms with adjuncts and department chairs.
    - Adjuncts can address times they cannot teach in order to provide a better understanding to department chairs scheduling course loads.
    - Department chairs can make at the end of a semester if the adjuncts did not meet appropriate teaching criteria and or not successful in teaching a particular course. HR noted that they would push back if a chair wants to terminate a teacher mid-semester without due process.
    - Continuing status for adjuncts has changed in that they must teach 8 semesters versus teaching 3 consecutive terms or years. The responsibility is on the adjunct to apply for continuing status.
    - Faculty indicated that they would like to receive accurate information from the Deans and HR regarding who has reached continuing status.

- Adjuncts can be observed in the summer but it is not required should they not want to be observed in the summer.
- Adjuncts can earn 3 paid days off in a semester. They can take them in ½-day increments. They are to notify the department as soon as possible, but adjuncts may perceive early notice as working against them.

## 5. Officer Reports

5.1 Chair – Scott brought forth a motion to take nominations for Vice Chair, Faculty Liaison, and Master of Committees and to delay the elections until Dec. 2019 meeting. J. Ott motioned and E. Martin seconded. S. Walman, J. Ott, and P. Jonas all confirmed that they are comfortable staying on in their positions. Motion passed.

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, No report

## 6. Academic Services – Peter Linden (absent)

- Joe Brady was named co-chair for the Course and Curriculum Committee. The committee met last Friday and discussed a variety of course in-activations.
- Beth Purdy discussed two art in-activation/ new courses. S. Myers shared that he has requested Master Syllabus from C&C.
- Discussion was had about C&C role and if we are rubber stamping or granting approval and passing on the Board of Trustees for their approval.
- Due to confusion, the C&C items were tables for future discussion.
- A motion was brought forth to table C&C items; motion was seconded with one nay. Motion passed.
- Mike Collins will notify the Board that the changes from C&C have not been endorsed by ALC.

## 7. Early Middle College – Deb Coates

- 1.5 million dollars in enrollment from Middle College students in academic year 2018/2019.
- Average GPA over 3.0
- A total of 14,000 contact hours
- Classes offered roll one year to the next and other classes are on a semester-by-semester basis.

## 8. Ed2Go and Groves update – Craig Jabara

- Moving forward with 4 academies
- Corporate training serving highest numbers ever

- Community Life Style Medicine Coordinator has been invited to speak at Harvard next spring.
- Ed2Go has not been advertised with only one registration so far. Ottawa County is investigating using our Ed2Go opportunities for training.
- Continuing to evaluate business demands.

## 9. Unfinished Business – None

## 10. New Business – None

## 11. Outstanding Issues

### 11.1. Learning Management System – Gail Fredericks

- A faculty test group will be used to try out Canvas during the winter 2020 semester.

### 11.2. Institutional Learning Outcomes committee – Deb Coates

- Meeting on November 15, 2019. All faculty are encouraged to participate.
- ILO “written and oral communication” under consideration for change
- 2,500 middle schoolers visited the campus for “My Career Quest” in October. This is a direct correlation for future student enrollments. E. Martin reported over 1,000 students used simulators with 4,000 attempts at using and or making something.

## 12. Meeting dates times – December 6, 1:00 p.m.; TTC 4370/4380

- 50-60 minutes requested for ALC meeting on January 3 during The Summit.

## 13. Other

- Faculty voiced their concerns with the need for more computer rooms and computer carts. M. Collins with notify Tim Welsh of this concern. The use of AdAstra will be used to address this issue along with the 5-year plan.
- Discussion was had in regards to communication issues between pathway advisors and faculty. Faculty mentioned multiply issues that are present with the various pathways. A document was requested that could be shared with the faculty that would show all of the pathways. It was mentioned how some colleges schedule student’s classes over four semesters.
- Craig Jbara noted that Ferris State and Indiana Tech are interested in working with KVCC.

- Linda Depta noted that on November 18 there will be an auto-tech vehicle inspection available to the community. Jason Bishop is working on a Stem quest event on November 9 with the Scouts. The Groves is working with the Girl Scouts on a similar event.
- Get It Done Event will be held on November 20 from 4-7 p.m. at TTC and December 5 from 3-6 p.m. at AWH. This event is targeted towards new and returning students.
- Reminder to talk with your students about registering for winter 2020 classes.
- Enrollment forecast is down 13% as compared to this time last semester.
- Book orders are due today.

14. Adjournment – 2:40 p.m.