

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, October 4, 2019  
Texas Township Campus- Room TTC 4370 & 4380

**Present:** Officers and voting members: J. Abbott, C. Almeda, Y. Chapman, K. Dockerty, C. Gearig, K. Grubka, P. Jonas, E. Martin, N. McClure, J. Ott, S. Ott, S. Pearson, B. Purdy, C. Schauer, S. Walman

**Non-voting attendees:** A. Brandt, D. Coates, M. Collins, L. Cosby, L. Depta, P. Eagan, A. Fontaine, G. Fredericks, P. Linden, D. Lindsley, A. Marsh-Peeks, G. Mead, K. Miller, C. Oliphant, W. Reynolds, M. Walters, T. Wolfe

1. Call to Order - 1:02 p.m.
2. Review/Revise Agenda- None
3. Meeting Minutes of August 29, 2019 - Approved
4. Guests –
  - 4.1. Gena Mead & Tanya Wolfe – The bookstore is implementing a new system called VERBA. This system is for faculty to notify the bookstore of the texts that they will be using for the semester. In addition, a survey will be going out to faculty in regards to how faculty use their content. The goal of this survey is for the bookstore to have a better understanding of the content used in order to support faculty with their textbook needs. Book orders for the winter semester are due on Nov. 1. For any question, reach out to Gena or Tanya.
  - 4.2. Angela Marsh-Peek – Authorization for Registration Exception or ARE, Angela is looking for feedback from the faculty on how this process works. This is stemming from an incident in the summer 2019 semester where a student was attempting to bypass a required prerequisite. The group requested that faculty be included in the communications from counselors when these types of incidents occur. The question was brought forth to make the ARE form available to be submitted online. Mike Collins will look into this option and report to the group.

5. Officer Reports

5.1 Chair – Scott Meyers and the ALC board met with Dr. Washington and discussed the topics of reporting student grades, implementation of Canvas, the procedures for the selection of department chairs, and the potential change of the academic calendar with a different start date for the fall semester.

5.2 Vice Chair – Philipp Jonas brought attention to item 9.1, Summit Days, and that there is conversation that day two will take place in May.

5.3 Secretary – Cheryl Almeda mentioned the potential changes to Course & Curriculum and how that could affect ALC. Faculty are looking at ways to streamline the process in order for a clarity when changes are brought to ALC.

5.4 Master of Committees – Jenny Ott, no report

5.5 Faculty Liaison – Steve Walman, no report

6. Academic Services – Peter Linden

- Thanked everyone who was involved with the Trades Expo that took place on Oct. 3. The event was a success with a great turnout of 800 +.
- Course & Curriculum will take place on Oct. 25, Nov. 8 & Dec. 6. C & C is looking for more participants to join.
- Discussions are taking place in regards to course scheduling and how improvements to this process can be made.
- Discussions took place for placement exams, for the admissions process, to ensure that we are competitive with our peer college.

7. Early Middle College – Deb Coates

- The first advisory meeting for early college will be held on Oct. 18. After this meeting, Deb will bring courses forward to ALC for approval.
- Gull Lake High School is requesting instructor for winter 2020.
- Schoolcraft and Comstock High Schools are looking at their needs and will be reaching out with instructor request for winter 2020.
- EMC will be participating in a tailgate for the men's basketball game on Nov. 9 from 5:30-7:00 p.m.
- In discussion with the Math Department for the summer 2021 EMC camps and in conversation with the English Department for a literature camp.
- Our dual enrollment ASL class will be signing the national anthem at Comstock's football game on Oct. 18.

## 8. Unfinished Business

### 8.1 EvaluationKIT – Deb Coates

- The survey questions were sent to the ALC group to look at. Deb thanked the faculty who have given input on the questions.
- A question brought to the group was if students should have the option to opt out of the survey. C. Schauer brought a motion that students are not given the option to opt out of the survey. C. Gearig seconded this motion. Motion passed with two objecting.
- S. Ott brought a motion that the three written in questions on the survey not be made mandatory along with the comments only being viewed by the individual faculty person. The motion was seconded with P. Jonas opting out of the vote.
- Continued discuss will be had on security.

### 8.2 Student complaints and grade disputes – Scott Myers

- Scott reminded the group that the student handbook and faculty contract covers all areas of how complaints are to be handled. Conversation took place on making the language clearer for students.

## 9. New Business

### 9.1 January Summit and May Seminar Day

- Looking at having a summit day on Jan. 3 and an additional faculty day on May 1.

## 10. Outstanding Issues

### 10.1 Learning Management System – Gail Fredericks

- A soft launch will take place in winter 2020 with six faculty implementing one course into Canvas. The LMS will have a section for every course and faculty office hours and CAS will be posted through Canvas. Next phase of integration will be with Canvas grade book.

### 10.2 Institutional Learning Outcomes committee – Deb Coates

- Plans are due on Nov. 1. With the next meeting scheduled for Nov. 15. The issues that need addressing are effective written and oral communication. These issues will be addressed at the January ALC meeting.

### 10.3 Ed2Go and Groves update – Kate Miller

- The fall non-credit program was handed out. Planning is taking place for the winter program, which will be finalized at the end of October. Ed2Go is experiencing sold out classes in various areas. These classes are not in competition with the other online classes that the credit side of the college is offering.

11. Meeting dates times – November 1, December 6 – all 1:00 p.m.; all TTC 4370/4380

12. Other

- C. Schauer thanked the IT team with how they handle the many issue that occurred when the server was down. Schauer mentioned how difficult it was to communicate with students during this time. She will follow up with the group on a resolution to this issue.
- D. Lindsley reminded the group that during the time that the server was down, that the Testing Center was not able to operate.
- C. Almeda mentioned that emails were lost during the time the server was down.

13. Adjournment – 2:33 p.m.