

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, December 4, 2020  
Zoom

**Present:** Officers and voting members: C. Almeda, C. Barrett, D. Benard, J. Brady, K. Dockerty, H. Fish, K. Fuchs, K. Grubka, V. Hileski, S. Hughes, P. Jonas, T. Keena, D. Loucks, E. Martin, N. McClure, B. Murray, S. Myers, C. Oliphant, J. Ott, S. Ott, S. Pearson, B. Purdy, J. Rix, C. Schauer, J. Stotz-Ghosh, S. Walman

**Non-voting attendees:** R. Bair, D. Coates, L. Cosby, W. deDie, L. Depta, P. Eagan, G. Fredericks, T. Hamann, P. Henning, P. Joswick, T. Labadie, D. Lindsley, W. McElhone, K. Miller, C. Olson, C. Pruis, W. Reynolds, B. Talsma, J. Wagner, M. Washington

1. Call to Order – 1:01pm
2. Review/Revise Agenda- none
3. Meeting Minutes of November 6, 2020- Under point 6.5 add until all details are confirmed- minutes approved.
4. Guests –
  - 4.1. Allison (Grimes) Moore – Associate Director for Accreditation and Continuous Quality Improvement Initiatives: Overview of Accreditation via Higher learning Commission- went through the accreditation process for our institution and HLC. [www.hlcommission.org](http://www.hlcommission.org), [agrime0246@kvcc.edu](mailto:agrime0246@kvcc.edu). The PowerPoint presentation will be shared with the group.
5. Officer Reports
  - 5.1 Chair – Jenny Ott
    - Welcome of voting members of ALC, Department Chairs: Brian Murray-Auto; Tom Keena-Electrical; Dave Brock-EDMT Drafting Design; William Kring-EDMT Machine Tool; Gehry Gross-HVAC; and Erick Martin-Welding.
  - 5.2 Vice Chair – Philipp Jonas-
    - KV Focus, Focus Plus, and inFocus – Campus Communication- reminded the group of the three publications that can help keep faculty and staff up to date during this time of working remotely. The inFocus publication is specially for students.

### 5.3 Secretary – Cheryl Almeda

- Excellence in Academic Advising meeting update
- Met with a group of administrators, faculty, advising, and counseling.
- National representatives from Gardner Institute were present.
- Cost of the EAA is almost entirely grant funded.

### 5.4 Master of Committees – Cynthia Schauer

- Committee on Committees report-
- Meeting took place on November 19.
- Discussed ways to implement.
- Submit charter on a committee to Dr. Washington for approval.
- FYI-Meeting minutes are public information.

### 5.5 Faculty Liaison – Steve Walman- no report

## 6. Academic Services – Paige Eagan

### 6.1. Course & Curriculum Committee- use Google drive for information

- Course inactivation- AGF 105, AGF 120, CUL 120, & CUL 125 (effective 202310). AGF 140, AGF 210, CUL 170, CUL 220, CUL 230, CUL 240, & CUL 250 (effective 202410) motion to approve brought by P. Jonas, 2<sup>nd</sup> by E. Martin, motion passed.
- Course revision- ART 110, ART 111, & CUL 210 (effective 202130) motion to approve ART brought by P. Jonas, 2<sup>nd</sup> by S. Ott, motion passed. For CUL, motion to approve brought by P. Jonas, 2<sup>nd</sup> by C. Schauer, motion passed.
- New Courses- For AGF/Culinary, motion to approve brought by P. Jonas, 2<sup>nd</sup> by C. Schauer, motion passed. For Math, motion to approve brought by P. Jonas, 2<sup>nd</sup> by C. Barrett, motion passed.
- Program Revisions- (See above) effective 202210, motion to approve brought by P. Jonas, 2<sup>nd</sup> by E. Martin, motion passed.

6.2. Incomplete Contract – workgroup update. The group went through the process in length. Looking to shorten the time of a year for a student to complete. Will have dates at Summit days. The winter 2020 end date will be winter 2021.

6.3. CASPeRs & Middle College update- IT stated that adding Middle College/dual enrollment students would not work at this time due to the servers not being able to handle the additional load. By Fall 2021 new version of Caspers might be called Caspers

2.0. Looking to form a task force. Contact P. Eagan if you would like to serve on this task force that will start in Jan. 2021.

6.4. Syllabus update- J. Wagner shared updates. Working on putting together the core parts that create a syllabus in order to create a template that can be used college wide.

#### 7. Early Middle College – Deb Coates-

- Secure way to now get grades to the high schools.
- Dual enrollment website we be available starting in January.
- KVCC advising team is doing an amazing job registering students for the winter 2021 semester.
- For assessment, Feb. 5 is the due date for year 1 and 2. Feedback for next steps will be given.

#### 7. Ed2Go and Groves update – Kate Miller-

- Cookbook is out. You may go to [kvcc.edu/communityculinary/pdfs/cookbook/isk-cookbook-2.pdf](http://kvcc.edu/communityculinary/pdfs/cookbook/isk-cookbook-2.pdf).
- MIOSHA classes will potentially start in March and will be virtual only.

#### 8. Online learning- Gail Fredericks-

- Summit schedule will be released in KVFocus on Tuesday, Dec. 8, for the college community to register for sessions.
- The LTI review process for Canvas is almost in place. Faculty will be a part of this committee.

#### 10. Unfinished Business- no report

#### 11. New Business –

##### 11.1. Learning and Testing Centers – Denise Lindsley – updates

- The tutoring center is all remote and the website has been revised. Zoom is being used for these sessions. Please remind your students to use this option.
- Testing center is currently remote until at least Dec. 9. Looking to have half of the staff working on campus and the other half working remotely once the testing center returns to campus. Doing remote proctoring via Zoom.

#### 12. Outstanding Issues and Updates

##### 12.1. COVID on Campus – updates and report – Mike Collins.

- Paige spoke on Mikes behalf. Access COVID information on KVCC home page. The College community is continuing to work remotely until 12/8. Once we receive updates from the state, we will receive a communication from Dr. Washington with more information.

## 12.2. EvaluationKIT – Mary Morehouse

- Response rate for Term 3- 63.13%
- Terms 1, 4, & 6 will run through the end of the semester.
- Reminder to faculty that students will receive a certificate of completion that they can then forward to faculty who choose to provide extra credit.

## 12.3. For Dec. 2020 – ALC Officer Elections – for Secretary and Chair positions

- Secretary is a calendar year in service starting in January. Chair position is a two-year cycle.
- Secretary position, C. Almeda was nominated for secretary. A motion was brought by S. Ott, 2<sup>nd</sup> by S. Myers. Motion for C. Almeda to be ALC secretary passed.
- Chair position J. Ott was nominated for chair position. A motion was brought by K. Grubka, 2<sup>nd</sup> by E. Martin. Motion for J. Ott to be chair passed.

## 13. Upcoming meeting dates and times

13.1. Thursday, January 7, 2021, 3:00pm - Summit Day via Zoom (details below)

13.2. Friday, February 5, 1:00pm via Zoom

13.3. TBD, March

13.4. Friday, April 2, 1:00pm via Zoom

13.5. Friday, May 7, 1:00pm via Zoom

## 14. Other –

### 14.1. Reminders

- Bookstore orders are now overdue! Please submit ASAP. (They were due November 9) [twolfe@kvcc.edu](mailto:twolfe@kvcc.edu) or [gmead@kvcc.edu](mailto:gmead@kvcc.edu) 269-488-4563 or 269-488-4403.
- “State of the College” Town Hall meeting from Dr. Washington December 11 @ 9am.
- Drive-Thru Graduation on December 20 @ 2pm  
[www.kvcc.edu/commencement](http://www.kvcc.edu/commencement)
- Tommy Orange, author of the novel There There, campus visit on November 2, 2021 during Native American Heritage month. Contact Julie Stotz-Ghosh, Chair of ENG at [jstotzghosh@kvcc.edu](mailto:jstotzghosh@kvcc.edu). Campus and community events will be scheduled in preparation for the visit.  
[Poets.org/native-american-heritage-monthhttps://native-land.ca/](https://native-land.ca/Poets.org/native-american-heritage-month)
- Donations request for the Bob Badra Scholarship Fund  
[www.kvcc.edu/foundation/](http://www.kvcc.edu/foundation/)

14.2. Round Robin – Cheryl Almeda – “Above and Beyond” or “Al Moss’ One Last Word” – What something our area has done or is in the process of doing that goes above and beyond to support our college? (Looking for 5 volunteers to share this meeting.)

- 14.2.1. Joe Brady- converted over 60 classes to online and hybrid. Special thank you to Provost Eagan, Dean Coates, and Kelly Sparrow. Trained 15 faculty with the online and blended teaching seminar-shout out to Gail Fredericks and her team and to Steve Ott for facilitating these trainings. Thanks to Billy Reynolds for working with American heart association to help certified 150 students in CPR certifications.
- 14.2.2. Linda Depta- marketing created 142 specific messages due to COVID, created more than 175 different version of signage due to COVID, create the return to campus tool kits, commencement song has had 120,000 views. Dr. Washington's Facebook post has received the most views and the virtual commencement has received the 2<sup>nd</sup> highest views.
- 14.2.3. Julie Stotz-Ghosh- ENG worked together as a department to help each other with teaching remotely.
- 14.2.4. Cynthia Schauer- shout out to health careers people and their hard work for having student come to campus.
- 14.2.5. Beth purdy- recognized mike Collins for his work with KVCC over the years. The foundation web page has a tribute to Collins. You include a message that will be shared with Collins.

15. Adjournment – 2:57pm