

Academic Leadership Council
Meeting Minutes
1:00PM
Friday, February 7, 2020
Texas Township Campus- Room TTC 9130

Present: Officers and voting members: J. Abbott, D. Benard, J. Brady, C. Gearig, K. Grubka, D. Loucks, E. Martin, S. Myers, J. Ott, S. Ott, S. Pearson, B. Purdy, C. Schauer, N. Vendeville, S. Walman

Non-voting attendees: D. Coates, M. Collins, P. Eagan, G. Fredericks, P. Henning, L. Depta, T. Labadie, P. Linden, D. Lindsley, B. Lueth, K. Miller, C. Oliphant, C. Olson, J. Rix, W. Reynolds, K. Sparrow

Call to Order – 1:03pm

1. Review/Revise Agenda- None
2. Meeting Minutes of January 3, 2020- Approved
3. Guests –
 - 4.1. Brian Lueth – Capital requests- Currently the process is to place a requests in November through Dean or VP. Brian sees what requests can be paid via college funds or grant funds. Then the various requests go to the Board for approval. Grant funding is controlled by the state and the state decides when the funds are available. If it is college funded, then purchases can be made starting on July 1. Approved capital requests are placed on the G-drive in the finance and business college wide folder.
5. Officer Reports
 - 5.1 Chair – Scott Myers- No report
 - 5.2 Vice Chair – Philipp Jonas – Not present
 - 5.3 Secretary – John Abbott – No report
 - 5.4 Master of Committees – Jenny Ott- No report ALC was not able to meet with Dr. Washington.
 - 5.5 Faculty Liaison – Steve Walman – No report
6. Academic Services – Peter Linden
 - 6.1. Introduced Tracy Labadie, the new dean of Business, Trades and Services.
 - 6.2. He thanked everyone involved with the Academic Master Plan committee and the various subgroups.

6.3. Continuing to make improvement with C&C and the forms used. The new forms are located on the G-drive in the curriculum folder. Three new forms are Step by Step Curriculum Development Form, Course Update Proposal Form, and Program Update Proposal Form.

6.4. Academic dishonesty- Now encountering dishonesty on placement testing. Time to revisit the Academic Dishonesty policy and form. A work group will be created to look into these issue- P. Henning, C. Gearig, D. Benard, P. Jonas, P. Eagan, & J. Abbott.

6.5. Co-requisites will be phased out over five years. This is mainly affecting the Health Careers programs. ARR cannot enforce co-requisites. Still publishing the pre-requisites.

7. Early Middle College – Deb Coates

- Provided handout showing data on how dual enrollment and EMC students perform.
- There is third cohort of fifth year students who are completing their degrees in this academic year. This completion cohort will take place on May 7.
- Receiving good feedback from faculty on how these students are doing the classroom. Would like to involve the Mentors more to help monitor how these students are doing in the classroom.

8. Ed2Go and Groves update – Kate Miller

8.1. Registration for SAT prep course and Excel class offering going well.

8.2. Provided flyer showing all of the offerings for Life Enrichment classes.

9. Unfinished Business

9.1. ALC Task Force on Grade Appeal Procedures – J. Ott, E. Martin, C. Schauer, P. Linden, S. Pernie, & S. Walman

- Schauer provided information on how the language is currently written in the Student Handbook and proposed new language. There are two different processes in student handbook, the Student Complaint process and Grade Appeal process. Conversation took place on combining these two processes and bringing Russ Panico into the conversation. This work group will bring more info back to ALC.

9.2. Strategic Scheduling Team – M. Collins & P. Linden

- More information to come.

9.3. Student Progress Reports – S. Ott & L. Cosby, CASPERs report

- S. Ott reported to the group those who uses these reports look at the grade the student is receiving at that point in time. Either faculty can enter only the grade or they can fill out the complete report.

- For next semester, this process will resemble the reporting that takes place for Ecars. The two reporting systems will still be used as various departments in the College look at the information, while Ecars is only for federal financial aid. Conversation took place on utilizing Canvas for a midterm grade.

10. New Business

10.1. Moodle issues – N. Vendeville received communication from a colleague in regards to Moodle not working the first week of the semester and the lack of communication that takes place when Moodle is down.

- G. Fredericks let the group know that depending on the problem students are notified of Moodle issues. An email did go out the first week of school letting faculty know that Moodle was having issues.
- Moodle is still be supporting along with Canvas at this time. If faculty are experiencing issues, then they need to call #4451 to log issue with the Computer Trouble Log.

11. Outstanding Issues

11.1. Learning Management System – G. Fredericks informed the group that an email will be coming from the FSC that will include the summer schedule. The summer schedule will include a Zoom option for faculty.

- Faculty can have their fall classes migrated to canvas as soon as possible.
- Faculty will have access to Moodle by requesting it through IT.

12. Meeting dates times

12.1. March 13, 2:30, TTC 4370/4380

12.2. April 3, 1:00, TTC 4370/4380

12.3. May 1, 3:30-5:00 4370/4380

13. Other – Linda Depta has four items

- Art hop at CNM with 25 community artists.
- Many activities taking place for Black History month.
- Women's History month activities will be out in March.
- Taps on Tuesday
- Student Survey of CCESE happens this year. The Faculty Survey will be sent after spring break and come from CCESE and not an internal email.
- The art in the President's hallway is from EMC students.
- EvaluationKIT had a 38% response rate overall for the fall courses. No intent to change the question for now.

14. Adjournment- 2:28pm