

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, October 2, 2020  
Texas Township Campus- Zoom

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

**Non-voting attendees:** R. Bair, D. Coates, M. Collins, L. Cosby, W. deDie, L. Depta, P. Eagan, G. Fredericks, T. Hamann, D. Lindsley, K. Miller, B. Murray, J. Pozzuto, W. Reynolds, B. Talsma, M. Washington, T. Welsh

Call to Order – 1:02 p.m.

1. Review/Revise Agenda- Monteze Morales and Tim Welsh were added to the agenda under section 3 – Guests.
2. Meeting Minutes of September 3, 2020- Revision under Academic Services, change Academic Dishonesty Policy to Academic Standing Policy. September meeting minutes were approved.
3. Guests –
  - 3.1. Simple Syllabus Demo and Information – Wes Miller provided a demo on Simple syllabus, a syllabus management tool that the college is considering in implementing as a functioning repository that will give us the ability to have consistent and streamlined syllabi.
  - 3.2. Financial Aid- Alisha Cederberg, Director of Financial Aid stated that stimulus funds (Cares) are still available for student technology needs. These funds will be open to other areas of college expenses that student occur in the weeks to come with a max award amount of \$3,000 per student. A. Cederberg will sent out an email communication once these areas are available. The Cares application is located in My Valley under links.

Ecars and ARE forms- If a student is dropped from a course through Ecars and the instructor grants an ARE from for re-entry to the course, the re-entry will not go towards that student's financial aid hours unless the instructor has made a mistake with the initial dropping of the student.

Future for Frontliners- Funding for those who have been classified as an essential worker during COVID. Those who meet the qualifications as being an essential worker may submit a state application before December 31, 2020. This program is for students

who do have a high school diploma but not a college degree. Current student qualify for winter 2021 semester and this program is funded through fall 2022.

3.3. Student Services – Coty Dunten, Director of Student Life gave an update on the events coming out of her department. There events are listed online through the college calendar. Please encourage your students to check out the calendar of events.

Food share is still taking place. Students need to register in advance to participate. Pick up locations are at TTC and Food Innovation Center.

Orientations will continue to take place online for the winter 2021 semester.

3.4. Student Services – Monteze Morales, Promise Program Manager informed the group that her department is serving 420 students for the fall semester. Students have been informing her that they are experiencing problems with taking classes online. M. Morales is encouraging student to contact their instructors. She also wants instructors to know that instead of admitting students into already running courses, that they can encourage students to take 2<sup>nd</sup> 8 & 12-week courses instead.

Hiring a new First Year Coach. This position will help students transition from high school to college.

3.5. Information Technologies – Tim Welsh, Vice President of IT – Virtual Desktops allows students to access computers that are on campus and to connect remotely to those computers. Remote access will give students access to all applications that are on the computer. This will work with any type of computer, PC, Mac, Chrome. An email will go out to faculty next week that will contain a training video on how remote connecting works.

## 5. Officer Reports

5.1 Chair – S. Myers has resigned from his position as chair of ALC. Thank you to Scott for his service.

5.2 Vice Chair – Philipp Jonas

- Nominations- To fill the vacant ALC chair position for November & Decembers meetings, S. Myers nominated J. Ott for the interim position. Motion 2<sup>nd</sup> by C. Schauer. Motion was approved. J. Ott will serve in the position of ALC chair for Nov. & Dec. meetings.
- Elections- A vote will take place at the December ALC meeting for the positions of secretary and chair. Positions are on a two-year cycle.

- Term appointment Faculty & Portfolio process- A memo of understanding went out to term appointment faculty, letting them know that their term process has been paused for a year. Portfolios can be submitted via a PDF format instead of a physical notebook but either options is acceptable. The FSC will be offering a workshop on compiling a portfolio via the PDF format.

### 5.3 Secretary – Cheryl Almeda

- Master Syllabus-Class Syllabus Definition – subcommittee report (attachment) discussion took place on changing the language of Class Assignment Schedule (CAS) to syllabus, and to keep the language of master syllabi the same. Motion was brought by S. Ott, and 2<sup>nd</sup> by C. Schauer. Motion passed to change the language. Next steps are for this language change to go to C&C. and to form a group to create a syllabi template. Those in the group are C. Schauer, C. Gearig, C. Almeda, and S. Walman. A call went out for additional members.

### 5.4 Master of Committees – Jenny Ott

- Committee on Committees Report- J. Ott sent out an email asking for a review of the list of committees at the College. Please provide feedback to Kathy Johnson by Friday, October 9.
- Voting Membership of the ALC- A request was sent to the Deans to update records on who provides representation to ALC for the various departments and disciplines.

### 5.5 Faculty Liaison – Steve Walman

- Concerned that for fall 2021 the college might push for more online and blended courses. S. Walman is looking at how the Testing Center will be able to support this need. M. Collins informed that this concern is on the 5-year facility master plan review.

## 6. Academic Services – Paige Eagan

### 6.1. Welcome to Paige Eagan as Provost/VP of Instruction and Student Success Services & Acknowledgment of Dennis Bertch as interim Vice President

### 6.2. Course & Curriculum Committee – (attachments) – Paige Eagan & Joe Brady

- Course Revisions- effective 202130- ELT 102, 103, 110, 115, 120, 215, 218, 220, 222, 224, 228
- New Course- effective 202210- ART 102 added to the ART program.
- Program Revisions- effective 202130- Electrical Construction Certificate- remove EDMT 102, Maintenance Mech-Industrial, AAS- remove BUS 103, & Maintenance Mech-Industrial, AAS- remove BUS 103.

- Motion to approve course revision brought by P. Jonas, 2<sup>nd</sup> by E. Martin, motion passed.
- Motion to approve new course brought by P. Jonas, 2<sup>nd</sup> by J. Brady, motion passed.
- Motion to approve program revisions brought by P. Jonas, 2<sup>nd</sup> by C. Oliphant, motion passed.

6.3. Academic Standing Policy - (attachment) Policy was distributed. Changes to policy are:

- Name from KVCC Academic Probation Policy to KVCC Academic Standing Policy
- Replacing terminology of hold with registration restriction
- Revise name Academic Basic Training Workshop to Academic Success Training
- Revise name of Academic Improvement Plan to Student Success Plan
- Revise statement of right to appeal to clarify that the appeal process only applies to academic dismissal.
- Revise student notifications, now include class mail, email, pop-up screens, and registration messages.
- Change from asking students to complete TRS 105 (unenforceable) to Complete Academic Success Training.
- Shift language from mandates to recommendations outlined in the policy
- No 12 credit and online course restrictions
- Students should meet with a counselor within 2 months of start of new semester and case manager will follow up with student.
- Academic warning status- less than a 2.0 with exception of those grandfathered out of the policy.
- Students must have a 2.0 to graduate from academic warning status.

6.4. Incomplete Policy – update from September’s meeting & call for work group members (memo to be forthcoming)

- Expanded parameters for fall 2020 similar to winter 2020 semester. Consider the length of time when giving a student an incomplete.
- Can affect high school student’s graduation status.
- The last date of attendance is critical information that will need to be provided for financial aid purposes.
- Looking for 2-4 members to form an online forms task force.
- Issue that faculty are not receiving the Incomplete Contract back.
- Memo going out next week on flexible delivery pilots of courses. Winter 2021 Students will be able to choose at the point of registration the modality of face-to-face, blended, or online. This will be piloted in liberal arts classes.

- EvaluationKIT proposed dates for course evaluations have been created and will be distributed to the deans who will share with faculty.

7. Early Middle College – Deb Coates

7.1. Chromebook issues, enrollment, and Winter Advising- D. Coates shared that a dual enrollment student can earn a 1.0 in a class and have that meet their high school requirements. Issue still happening with Chrome books. Student may connect with the library for a loner laptop or use the virtual desktop option. SAT testing will take place this fall for 12<sup>th</sup> & 11<sup>th</sup> grade students. Current enrollment numbers are 531 EMC and 646 dual enrollment.

8. Ed2Go and Groves update – Kate Miller shared that they are looking to expand the Phlebotomy academy. Increase with enrollments in wind and police academy. The Groves Advisory Board name has changed to Career and Community Training Advisory Board.

9. Online learning- Gail Fredericks has started the planning for the winter 2021 Summit that is scheduled for January 7 & 8. The January Summit will be virtual. More information will come at the next ALC meeting.

10. Unfinished Business – S. Ott brought a motion to nominate C. Schauer to serve as Master of Committees to fill the vacancy brought by J. Ott filling the interim Chair position. Motion 2<sup>nd</sup> by K. Grubka. Motion passed.

11. New Business –

11.1. Academic Calendar Changes – Jenny Ott sent an email out requesting subcommittee members in regards to changes to the academic calendar. Faculty provide a list of pros & cons with the changes. The subcommittee will look into how the calendar is currently published. The changes were proposed to align with WMU academic calendar, public school calendars, and to allow more time for Student Services areas to complete work. Any proposed changes to the current published calendar will need to be made prior to October 19, as that is when the academic calendar will “roll”. Motion brought forth by c. Schauer that ALC not support the academic calendar changes and advise the college to reconsider the changes. 2<sup>nd</sup> by s. Walman. Motion passed. It was decided to move forward with the subcommittee and there is support for open discussion. Those on the subcommittee are J. Ott, C. Schauer, M. Raines, & M. Sigfrids. Additional volunteers are welcome. Email J. Ott if you want to be on the subcommittee or with any additional pros/cons.

11.2. COVID on Campus – Mike Collins reported that 18 students have displayed symptoms of COVID and nine students have tested positive. Cases have occurred on the baseball and volleyball teams. Those teams have been quarantined and

protocols are being followed by students and faculty. M. Collins is working with Russ Panico and the County Health Department to notify people in the contract tracing process.

11.3.Diversity, Equity, and Inclusion Committee – Billy Reynolds

- P. Eagan spoke on B. Reynolds behalf. The Deans are working on common outcomes for diversity, equity, and inclusion. Each division will create professional development to meet expectations.

11.4.Faculty Instructional Manual- (attachment) Request went out for volunteers to review document and report any changes to P. Eagan by October 23.

11.5.Testing and Tutoring Center – Denise Lindsley

- Tutoring Center website has been updated with info on extended hours and drop-in Zoom appointments.
- Testing Center website is currently being updated. Student can self-schedule appointment online.
- Call for task force members regarding open hours and accessibility – Nicole McClure

12. Outstanding Issues – No issues

13. Upcoming meeting dates & times –

13.1.Friday, November 6, 1:00 p.m., via Zoom

13.2. Friday, December 4, 1:00 p.m., via Zoom

14. Other –

14.1.In Memoriam of Bob Badra – Cynthia Schauer read poem that Bob often shared with his classes and colleagues.

14.2.“Above and Beyond” or “Al Moss’ One Last Word” – Cheryl Almeda will share at next ALC meeting.

14.3. Gail Fredericks shared that Dave Zokvic has joined the FSC as the new Instructional Designer.

15. Adjournment – 3:31 p.m.