

Academic Leadership Council
Meeting Minutes
1:00PM
Friday, February 5, 2021
Zoom

Present: Officers and voting members: C. Almeda, C. Barrett, J. Brady, K. Dockerty, K. Fuchs, C. Gearig, K. Grubka, V. Hileski, P. Jonas, D. Loucks, E. Martin, N. McClure, B. Murray, C. Oliphant, J. Ott, S. Ott, S. Pearson, B. Purdy, K. Rivard, J. Rix, C. Schauer, J. Stotz-Ghosh

Non-voting attendees: R. Bair, A. Cederberg, D. Coates, L. Cosby, W. deDie, L. Depta, R. Durkee, P. Eagan, G. Fredericks, T. Hamann, T. Labadie, W. McElhone, C. Olson, C. Pruis, W. Reynolds, B. Talsma, L. Thomas, J. Wagner, M. Walters, M. Washington

1. Call to Order – 1:01pm
2. Review/Revise Agenda- None
3. Meeting Minutes of January 7, 2021- approved
4. Guests –
 - 4.1. Tim Welsh – Information Technology updates
 - Ongoing bandwidth issues affecting the college internet & intranet.
 - Laptops are still available for students to checkout.
 - Virtual desktop is available to access files and documents that are on the college's Home drive.
 - 4.2. Dannie Alexander – item 10.1 on the agenda- COVID on campus
 - Kvcc.edu/coronavirus for information.
 - College weather closing protocols- six different announcements options listed on email communication that was sent out on Jan. 25. Multiple internal and external sources are resourced in order to make a determination on closing or not.
 - Online classes would also close in order to present a consistent message for our students. Online class assignments can still be due on a snow day. Faculty need to include this messaging in their course syllabi.
 - 4.3. Coty Dunten – Student Life – Helping students during COVID and how faculty can help the efforts.
 - Department programing is continuing to be available. Faculty can let their students know that these services are still available via virtual appointments. Counseling is available via a virtual space for students who are in crisis.
 - Food Share is still available to students. Visit the Food Share website for more information at kvcc.edu/foodshare.

- Working on a campaign that will inform students of the later registration dates.

4.4. Rachel Bair – Food Innovation Center – USDA national Institute for Food and Agriculture Grant

- Officially award, in December 2020, a 3-year development process grant for a 2-year degree program. Potential goal of running two semesters of the program.
- Will also develop non-credit programming.
- This work will start this fall 2021. Curriculum development will take place in summer 2021. First cohort of student's in either winter 2023 or fall 2023. Anticipating 25 to 30 students for the program. Working on assembling an advisory committee.

5. Officer Reports

5.1 Chair – Jenny Ott

- ALC agenda modifications in progress, including creating rotating Guest calendar.
- Preferred Name process for Students, in progress.
- ALC Charter documents have been submitted, including our voting membership

5.2 Vice Chair – Philipp Jonas- no report.

5.3 Secretary – Cheryl Almeda – no report

5.4 Master of Committees – Cynthia Schauer – no report

5.5 Faculty Liaison – Steve Walman – no report

6. Academic Services – Paige Eagan

6.1. Course & Curriculum Committee, with Joe Brady – no C&C this month

6.2. Update on Services- Shared updates on Vice President of Campus Planning & Operations position and reporting structure along with that of the Provost/ Vice President of Instruction and Student Services.

6.3. EAA update- refresh on what EAA is- Excellence in Academic Advising. Our institution was invited to participate in this initiative.

- This initiative incorporates a case management approach to counseling and advising.
- College-wide work group volunteers will be asked to join the established work groups.
- A campus-wide survey will be sent out. Supporting this work by completing the survey would be helpful in to the initiative.

7. Faculty Support – Gail Fredericks – The new instructional designer is offering workshops this winter semester and tentatively for the summer and fall semesters.

8. Unfinished Business – CAS and naming it the syllabi committee, faculty are looking for an update. For winter and moving forward we are referring to CAS to course syllabus. Working on updating a format for updating information. Moving forward with a syllabus template.

9. New Business -

9.1. Fall Scheduling across disciplines and campuses – a discussion

- Faculty are estimating the number of courses that will be needed for future semesters.
- Department chairs are sending surveys out to their faculty to get a feel for what they would like to teach versus what can be offered. This is for planning purposes and enrollment numbers (trends) will impact these decisions.
- Focus is to provide students with options for course selection.

10. Outstanding Issues and Updates

10.1. COVID on Campus update and Welcome to Dannie Alexander – see item 4.2.

10.2. April's ALC meeting: options, Friday, March 26 or Friday, April 9.* Time will be 1:00pm for both dates. One question survey on this issue will be sent out between this meeting and next.

11. Upcoming meeting dates and times

11.1. Friday, March 5, 1:00 pm via Zoom

11.2. *April meeting TBD

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

11.4. Friday, June 4, 1:00pm via Zoom (as needed)

12. Other

12.1. Reminders

- Assessment plans due today, Feb. 5 in Canvas- are due via the email link that D. Coates sent out.

12.2. “Above and Beyond” – Cheryl Almeda

- L. Cosby-
 - R. Daudert has been a significant help along with E. Pauken in regards to the move to case management in counseling/advising.
 - A. Marsh-Peek had to go through each individual student and assign them a counselor/advisor.
 - C. Dunten and her assistance and collaboration with A. Cederberg with student financial needs.
 - Recognized the entire Kalamazoo Promise team and their great work with students.
 - E. Bell and his effort in working with students in the community.

- C. Schauer-
 - Lab assistant and their outstanding work and their impact on Kick-Start classes. IT and all of their effort in helping out with technology needs for Kick-Start.
- C. Barrett-
 - Thank you from the CUL department to P. Henning, P. Eagan, & P. Joswick and their efforts in donations to front line workers.
 - M. Koning with her work in internships for CUL and BREW.
 - FIC and the Food Share program.
 - A huge thanks to the CUL faculty and their work with food sustainability.
- W. Mchallhome- Storytelling Festival will be virtual and starts at 1pm tomorrow. Museum has begun a slow re-opening on T/R for three registered guests. Community is showing great interest in this opportunity.
- Dr. Washington- Signed an agreement with the Kalamazoo Health Department in that our nursing students will be assisting in giving out COVID vaccines.

13. Adjournment -2:45pm