

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

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

Non-voting attendees: D. Alexander, R. Bair, E. Bell, N. Bergan, A. Cederberg, R. Cipicic, P. Eagan, G. Fredericks, T. Labadie, A. Marsh-Peek, D. Martin, A. Moore, C. Pruis, W. Reynolds, J. Wagner, L. Wells, T. Welsh

1. Call to Order – 1:02pm
2. Review/Revise Agenda- Item 4. Guests, Tim Welsh will replace Deb Coates
3. Meeting Minutes of September 1, 2021- Approved
4. Guests

4.1. Tim Welsh – technology

- Continuing to learn & improve in regards to recent technical issues.
- Full & part-time IT positions have been posted.
- New backup server has been installed.
- 300 laptops & 65 hotspots will be available next week for student use.

4.2. Angela Marsh-Peek & Ezra Bell – Counseling, Course Substitutions & Transfer

- Streamlining caseloads and working with marketing for messaging to students on their assigned advisor or counselor.
- SARS technical issues and the student self-scheduler, not going to be available to student. Student should call #4040 to schedule an appointment or email success@kvcc.edu or counseling@kvcc.edu.
- The substitution process current work-flow is to reach out to the deans who reach out to the appropriate faculty. Working group has recommended an electronic system that will initiate direct contact to faculty when a substitution is going through the process. Looking into offering general AA or general AS.
- Encourage students to visit the KVCC home in order to be aware of Transfer Services events.
- Oct. 20 (WMU specific) onsite admissions. Student using this service will find out their acceptance status day of.

- Creating a systematic approach to a study table for student athletes. May reach out to faculty for participation. More to come on this initiative.
- Any questions or ideas reach out to Ezra Bell at ebell@kvcc.edu.

4.3. Alisha Cederberg – Student Experiences & Financial Aid

- Oct. 18 is college night from 6-7:30pm with 50 college's in attendance. The event will be in-person. Co-sponsor with WMU.
- Winter class schedule will be available on Oct. 4 for viewing.
- Budget passed and Reconnect & Future for Frontliners has been funded for the year.
- CARES funds are still available with fall awards being \$1200 per student. Info on monies for winter 2022 will be coming.
- eCards will start tomorrow for 2nd 12 week classes. Any questions reach out to financial aid.
- Financial aid only pays aid for classes in the student's program of study. Students were contacted who were taking classes outside of their program.

5. Officer Reports

5.1 Chair – Jenny Ott – review of unresolved ALC topics, new idea for November's meeting – The Shuffle

- Looked at archived meeting minutes to see if we need to bring any unresolved issues back to the group.
- The Shuffle- idea is to have conversation with ALC members in multiple departments and positions. This is to celebrate successes and identify challenges.

5.2 Vice Chair – Philipp Jonas – consensus representation on ALC

- Elections for officers- Vice Chair, Master of Committees, and Faculty Liaison position will be up for election. Terms begins on the calendar year.
- Counseling & Nursing choose by consensus their representative to the ALC committee. These groups will present their representation at the Nov. meeting.

5.3 Secretary – Cheryl Almeda

- College mission statement team is continuing to meet and will be sending out a Canvas notice that can be shared with students.

5.4 Master of Committees – Cynthia Schauer, no report

5.5 Faculty Liaison – Steve Walman, no report

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6. Academic Services – Paige Eagan

6.1. No Course & Curriculum – Joe Brady- no report

6.2. Auto-emails on dropped students – new initiative

- This initiative provides information to faculty when a student drops from their course.

6.3. CTE/KRESA Centralization update

- KRESA will centralize their EFE students via new construction of a building in fall 2024. These students will be using this building instead of our campuses.

6.4. Other

- Testing Center survey was sent to all faculty in regards to remote proctoring. Survey will close on Oct. 15. Development round table meeting on Oct. 15th at 10am. Topic of discussion will be English language learners at KVCC. Reach out to D. Lindsley for Zoom link to this meeting
- Testing Center appointment reminder, if TTC is at capacity then AWH is an option. Moving forward with expansion of the Testing Center. New location will be located in the former computer lab. This will double their current space. Current center will remain open while these renovations are taking place.
- Learning Center website is up to date and is available for student scheduling.
- Students who attends an in-person portion of a course need to be registered for that CRN. If they are not registered for the in-person CRN, this is a FERPA violation. Concerns with safety in emergencies. The student handbook also states that a student must be registered in order to attend and participate in that course.
- Faculty qualification update: Over half of the various disciplines have submitted their due dates to A. Moore. Please reach out for help or for questions. Focus group sessions will take place next week. Go to the Faculty & staff development website to sign up for these sessions.
- Preferred name is unfinished business, and is being worked on. As updates take place this committee will be informed.

7. Faculty Support – Gail Fredericks

- Finished interviews for the third Academic Development & Instructional Technology Analyst position and going into a 2nd interview with several candidates. Next week start interviews for an instructional Designer Position.
- D. Zovick has resigned and his last day will be Oct. 8. Hoping to hire 2 Instructional Designers at the same time.
- FSC Advisory Committee meetings will be sending out a survey today to all faculty members. Next meeting is scheduled for Oct. 15th at 11:00am.

8. Unfinished Business, no report

9. New Business

9.1. Tutoring/Testing/Remote Services Center – update, Denise Lindsley – Paige Eagan

- Survey going out to faculty regarding their use of 3rd part remote proctoring. Please fill out this survey to allow a more complete picture of the proctoring needs at the college. (The survey should go out early next week).
- English Language Learners at the College: if people are interested in this topic, it will be discussed at the next Developmental Roundtable on Friday, October 15th at 10:00 am. (Identifying issues/barriers and brainstorming long/short term solutions).
- Tutoring is available via Zoom or in person. Encourage students to check out the services.

10. Outstanding Issues and Updates

10.1. Covid Updates – Dannie Alexander

- Experiencing a positive reaction to everyone following protocols
- Boxes of supplies are located in each classroom.
- Continue to visit the website for up-to-date information: kvcc.edu/coronavirus

11. Upcoming meeting dates for 2021-2022

11.2. Nov. 5, 2021 @ 1pm

11.3. Dec. 3, 2021 @ 1pm

11.4. Summit Days, TBS – Jan. 2022

11.5. Feb. 4, 2022 @ 1pm

11.6. Mar. 4, 2022 @ 1pm

11.7. April 1, 2022 @ 1pm

11.8. May 6, 2022 @ 1pm

11.9. June 3, 2022 @ 1pm – TBD

12. Other

12.1. Reminders & Announcements

- Faculty Qualifications Project – please remember to let Allison Moore know your selected deadline for this project – Oct. 29 or Nov. 30. Two work sessions have been established on Oct. 14 @ 2pm & Oct. 29 @ 10am – register for these sessions on the Staff and Faculty Development site.

12.2. “Above and Beyond” – Cheryl Almeda

- Chris Gearig- thank you to Peter Grohs for all of the hard work for putting together new hands on labs for students and for his work on the new CIS 105 course offering.
- Julie Stotz-Ghosh- thanked the ENG department for their work over the summer with English transfer courses.
- Cheryl Almeda- thanked Billy Reynolds, Kelly Sparrow, Anna Fontaine, & Paige Eagan for the support for the new EDU department.

13. Adjournment – 1:58pm