

Academic Leadership Council
Meeting Minutes
2:10PM
Thursday, January 5, 2023
TTC 4240

Present: Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Coblentz, K. Dockerty, K. Fuchs, C. Gearig, K. Grubka, O. Hadzic, S. Hughes, J. Hunerjager, P. Jonas, T. Keena, W. Kring, D. Loucks, E. Martin, V. McCann, N. McClure, D. Multer, B. Murray, S. Myers, S. Pearson, C. Pruis, J. Ratliff, K. Rivard, A. Rodgers, A. Ross, C. Schauer, T. Stefanick, J. Stotz-Ghosh

Non-voting attendees: D. Alexander, R. Bair, N. Bergan, D. Coates, L. Depta, M. Dunneback, R. Durkee, P. Eagan, A. Fontaine, G. Fredericks, M. Holland, S. Hubbell, D. Lindsley, T. McFadden, B. McGee, E. Pauken, W. Reynolds, E. Shufro, K. Sparrow, B. Talsma, S. Tanis, T. Welsh

1. Call to Order – 2:15PM
2. Review/Revise Agenda
 - Item 4.1 – Tim Welsh added to agenda.
3. Meeting Minutes of December 2, 2022 - Approved
4. Guests
 - 4.1. Tim Welsh – Email Migration Update
 - Email migration for faculty and staff is complete and working well.
 - Positive feedback with Outlook.
 - For Multifactor Authentication questions, please reach out to the IT department.
 - Visit the computer helpdesk online or in person.
 - 4.2. Sherry Postula and Bonnie McGee – CRN-Level Academic Scheduling
 - S. Postula – Manager for Instructional Operations
 - Working with Deans and Chairs on class scheduling.
 - 4.3. Denise Lindsley – Special Populations and Perkins Funding
 - Special Population Coordinator – part of the Perkins program
 - Go-to-work degrees with a two-year Associates program.
 - Students have to meet certain criteria, uses questionnaire to determine eligibility.
 - Once a student is listed through the process of the intake form, they may be eligible for multiple services including financial aid for tuition, transportation, childcare, etc.
5. Officer Reports
 - 5.1. Chair – Jenny Ott –
 - No Report
 - 5.2. Vice Chair- Philipp Jonas –
 - No Report

5.3. Secretary – Cheryl Almeda –

- Limited hours for Print Services – Allow extra time for requested services.

5.4. Master of Committees – Kevin Dockerty –

- S. Hubbell – FERPA specifics regarding Letters of Recommendation.
- FERPA Release Form or Enrollment Verification Form (One-time requests)
- Students have access to form online.

5.5. Faculty Liaison – Erick Martin –

- No Report

6. Academic Services – Paige Eagan

6.1. Course and Curriculum, with Joe Brady –

CHM – Chemistry

New Courses (Effective 202410)

- CHM 115: Health Careers Chemistry, 4-3-3 (Lecture/Discussion - Standard Lab)
 - Motion to approve new courses brought by E. Martin, 2nd by B. Murray – motion passed.

CIS - Computer Information Systems

New Courses (Effective 202410)

- CIS 140: Intro to Cyber Security, 3-3-0 (Lecture/Discussion)
- CIS 240: Cyber Defense, 3-2-3 (Lecture/Discussion - Standard Lab)
 - Motion to approve new courses brought by K. Dockerty, 2nd by E. Martin – motion passed.

Program Inactivation (Effective 202410)

- ITS.AAS: IT Support Technician AAS
 - Motion to approve program inactivation brought by E. Martin, 2nd by B. Murray – Motion passed.

Program Changes (Effective 202410)

- SD.AAS: Software Developer AAS – Change: Remove CIS 278 (-3 cr); Remove CIS 209 and 229 from program electives “or” list (no cr change); Add CIS 140 (+3 cr); Overall no credit hour change
 - Motion to approve program changes brought by E. Martin, 2nd by K. Dockerty – motion passed.

New Programs (Effective 202410)

- ISS.AAS: IT Support Specialist AAS
- CYB.COA: Cyber Security COA
 - Motion to approve new programs brought by E. Martin, 2nd K. Dockerty – motion passed.

CNST - Construction

Course Changes (Effective 202410)

- CNST 101: Plumbing Level IA – strategy change from 4-4-0 (Lecture/Discussion) to 3-2-3 (Lecture/Discussion - Standard Lab)
- CNST 103: Plumbing Level IB – strategy change from 3-2-2 (Lecture/Discussion - Standard Lab) to 3-2-3 (Lecture/Discussion - Standard Lab)
- CNST 108: Construction Level IA – strategy change from 4-4-0 (Lecture/Discussion) to 3-2-3 (Lecture/Discussion - Standard Lab); title change from Basic Maintenance Construction

- CNST 110: Construction Level IB – strategy change from 3-2-2 (Lecture/Discussion - Standard Lab) to 3-2-3 (Lecture/Discussion - Standard Lab); title change from Adv Maintenance Construction
- Motion to approve course changes brought by E. Martin, 2nd by C. Gearig – motion passed.

MMF - Maintenance Mechanic - Facility

Program Changes (Effective 202410)

- MMF.CERT: Maintenance Mech-Facility CERT – Change: CNST 101 course changes (-1 cr); CNST 108 course changes (-1 cr); Overall credit hour change is -2 credit hours
- Motion to approve program changes brought by E. Martin, 2nd by C. Gearig – motion passed.

Informational Updates –

DHY - Dental Hygiene

** voted via email between Dec and Jan ALC – motion passed.

Program Changes (Effective 202330)

- DH.AAS: Dental Hygiene AAS – Add: DHY 125 (+1 cr), DHY 135 (+1 cr), DHY 245 (+1 cr), and DHY 255 (+1 cr); Change: DHY 129 (-0.5 cr), DHY 249 (-0.5 cr), and DHY 259 (-0.5 cr); Add: social science elective (+3 cr); Overall credit hour change (+5.5 cr) from 71 to 76.5 credits (including CHM 100 in credit count)

Honors

- Honors Course – Designated with ‘H’ in course catalog – ENG 260H

6.2. Other Updates – Paige Eagan

- Email address for Student Development Services
 - Development@kvcc.edu for all general needs and inquiries for Student Development Services.
- Instructor Directed Withdrawals (IDW)
 - Beginning in the Summer 2023 semester, the current option to use Instructor Directed Withdrawals will be eliminated.
 - Tangential Practices
 - Complications of IDW practice – currently done without the knowledge or consent of the student.
- Changes to the Practice
 - Remove IDWs from practice at Kalamazoo Valley Community College.
 - Institute and increase awareness of an administrative withdrawal for (1) exceptional situations and (2) approved routine instructional reasons. For administrative withdrawals documentation will be needed from a combination of instructor, chair/director, dean, and provost.
 - Increase awareness of various appeal processes available to students.
- Faculty Instructional Manual Verbiage and Student Handbook Verbiage to be updated.
- IDW - Approved Routine Instructional Reasons - Task Force for Winter 2023
 - This task force will explore implications and provide recommendations for processes to handle routine instructional reasons.
- Student Services Unit Time
 - The academic year (AY 2023-2024), Thursday morning Student Services Unit Time will be continued. All Students Services will open for public-facing business at 9:30 am on Thursdays throughout the year.

- Professional Development and Community Building Opportunity that is Faculty-focused
 - “Together Time: Teach in Ten. Talk in Ten. Tech in Ten.” This will be held on the Fridays listed below from 9:00-10:00 am and breakfast will be provided.
 - Winter 2023 dates: January 20, February 17, March 24, April 21
 - Future Academic Calendars
 - Academic Calendars for AY 2024-2025 and AY 2025-2026 are now approved and ready for distribution.
 - Faculty Load Sheets - Electronic Form Review and Acknowledgment
 - New more informative form being rolled out for Winter 2023 – this form will clarify faculty load, overload, etc. by course and semester. Much of the form is pre-filled, but it’s shared for review by the faculty member and will allow you to make comments and forward to your academic dean.
7. Faculty Support – Gail Fredericks
- Request for Liberal Arts and Trades representation on the FERPA Instructional Sub-Group.
8. Unfinished Business
- 8.1. Preferred Names
 - 8.2. Evaluation Kit – request to reconvene the committee to examine questions on the survey
 - 8.3. Welcome emails
 - 8.4. Academic Calendar committee (see item 6 above)
9. New Business
- No Report
10. Outstanding Issues and Updates
- No Report
11. Upcoming meeting dates for 2022-2023 –
- February 3 - 1PM – via **Zoom**
 - March 3 @ 1Pm - 4240, Commons Theater
 - April 7 @ 1PM - 4240, Commons Theater
 - April 28 – Summit – 4240, Commons Theater
 - June 2—TBD
12. Other
- 12.1. Reminders & Announcements –
 - On behalf of students, please remind all faculty to post class schedules and office hours on their office doors.
 - Assessment, Year 3, is due Feb. 10, 2023.
 - 12.2. Dig Deep!
 - No Report
13. Adjournment – 3:20PM