

Academic Leadership Council
Meeting Minutes
1:00PM
Friday, November 3, 2023
TTC 4370-4380

Present: Officers and voting members: C. Almeda, D. Coblentz, K. Dockerty, K. Fuchs, C. Gearig, S. Hughes-Winfrey, J. Hunerjager, W. Kring, D. Loucks, E. Martin, V. McCann, N. McClure, D. Multer, B. Murray, S. Myers, J. Ott, S. Pearson, C. Pruis, B. Purdy, J. Ratliff, A. Rodgers, C. Schauer

Non-voting attendees: D. Alexander, R. Bair, N. Bergan, A. Brandt, M. Dunneback, R. Durkee, P. Eagan, G. Fredericks, S. Gordon, S. Hubbell, D. Lindsley, A. Moore, S. Postula, S. Reidenbach, W. Reynolds, A. Siebers, A. Snead, K. Sparrow, T. Stefanick, B. Talsma, R. Wagner, M. Walters, L. Wells

1. Call to Order – 1:03PM
2. Review/Revise Agenda - None
3. Guests
 - 3.1. Sarah Hubbell, FERPA questions and discussion –
 - Template in development for FERPA rules and how it is applied.
 - FAQs to be uploaded to the Employee Portal
 - Dynamic Forms used for student letter of recommendation requests – Personal Identifiable Information
 - FERPA expert – Guest students in the classroom: suggests consent from already registered students in the course – with proper training, risks and problems can be mitigated.
 - Any questions from faculty should be directed to Sarah Hubbell.
4. Officer Reports
 - 4.1. Chair - Jenny Ott –
 - Met with administration – able to discuss 13 issues
 - 4.2. Vice Chair - Philipp Jonas –
 - No Report
 - 4.3. Secretary - Cheryl Almeda –
 - Working with Human Resources and Faculty Success Center to streamline part-time faculty hiring processes – to create a more efficient onboarding process.
 - 4.4. Master of Committees – Kevin Dockerty –
 - Enrollment Update –
 - Fall 2023 – positive contact hours.
 - Winter 2024 – registration currently down 6%.
 - 4.5. Faculty Liaison – Erick Martin –
 - Simple Syllabi – Asked for an update. Answer from Paige Eagan: Plan to implement after two semesters of training / By Winter 2025 required for all faculty to use.

5. Academic Services – Paige Eagan
 - 5.1. Course and Curriculum, with Joe Brady – No Report
 - 5.2. HLC update, with Allison Moore
 - Site visit planned for February 12, 2024 – Arcadia and Groves Campuses
 - 5.3. ILO information, with Allison Moore
 - No report until December 2023.
 - 5.4. Faculty Qualifications update, with Allison Moore
 - 84% of Full-Time faculty completed profiles –
 - 31% needed changes
 - 69% complete and accurate.
 - 5.5. Other
 - Testing Center – Closure of Testing Center on Wednesday, November 22 at TTC to move to the new Testing Center space.
 - WMU – Program Agreement Signings on Monday, November 6
 - GVSU – Institutional Agreements ceremonial signing to happen in April 2024
 - Winter 2024 – Encourage students to register for next semester.
 - Events Spotlight –
 - International Education Week and National Apprenticeship Week are both celebrated the week of November 13
 - At the Michigan Political Science Association's annual conference at the University of Michigan-Flint, best student paper awards for the state of Michigan were announced on October 20. The top four finalists were all KVCC Honors students, including the winning paper from recent Honors graduate Ariadne Markou, now at Kalamazoo College.
 - Winner: Ariadne Markou, "An Examination of the Work-for-Hire Doctrine in Copyright Law."
 - Finalists: Heather Weinert, "The Polarized Mind: The Psychology of Ideological Polarization." Sadie Ferguson, "White Flight in Kalamazoo, Michigan."
 - Janet Cencer, "Jury Nullification as a Constitutional Right."
6. Faculty Support – Gail Fredericks
 - FSC gathering and workshop areas – created more comfort in those spaces.
7. Unfinished Business
 - 7.1. Preferred Names Committee – now called “Used First Name” -- under review
 - 7.2. Evaluation Kit –moving to new questions is on hold at this time
 - 7.3. Enrollment Reporting
8. New Business
 - 8.1. Committee Conversations –
 - Crisis Management Committee, with Dannie Alexander and Sean Gordon
 - In charge of looking at potential threats/conflicts on campus.
 - Active violence trainings currently happening and working on upcoming trainings.
 - Upgrading cameras on campus – new technologies and better campus coverage.
 - Once a quarter, anyone can attend and offer feedback, thoughts and ideas.

- Date for the upcoming meeting: Wednesday, November 29, 11am, Center for New Media, room 170.
 - Enrollment Retention, with Evan Pauken
 - Newly organized committee focusing on 4 key outcomes:
 - Enrollment Growth / Progression / DEI / Completion, Certification, and Licensure.
 - Considered “lagging” indicators – can use data to make plans for development and growth
 - Full strategy plan to be posted to Employee Portal
 - Steering Committee meets monthly – 4 action teams which align with 4 key outcomes may meet at other times.
- 8.2. Artificial Intelligence subcommittee + Academic Integrity group, with Amy Brandt
- Focused on creating a culture of academic integrity vs. providing ideas on punitive measures.
 - Sub-task force: Ethical and responsible uses of Artificial Intelligence in the classroom
 - Goals: Draft a statement for syllabi inclusion; and learn from and connect with other institutions regarding their policies; and suggest professional development opportunities.
9. Outstanding Issues and Updates
- 9.1. ALC officer elections for Vice Chair and Master of Committees, who take their role in January 2024 for 2 years.
- Vice Chair – motion to approve Philipp Jonas as Vice Chair brought by A. Rodgers, 2nd by J. Ott – motion passed.
 - Master of Committees – motion to approve Kevin Dockerty as Master of Committees brought by E. Martin, 2nd by C. Pruis – motion passed.
10. Upcoming meeting dates for 2023/2024— 1PM—4370/4380 TTC.
- December 1
 - January 4
 - February 2 – this meeting may be on Zoom.
 - March 1
 - April 5
 - April 26 – Summit
11. Other
- 11.1. Reminders & Announcements –
- Open Enrollment for Benefits – Information is included in the KV Focus and Friday Focus.
 - Assessment Committee – February 9th – Bill deDie and Allison Moore to send out reminders
12. Adjournment – 2:28PM