

Academic Leadership Council  
Meeting Minutes  
1:00PM  
Friday, October 6, 2023  
TTC 4370-4380

**Present:** Officers and voting members: C. Almeda, D. Benard, J. Brady, D. Coblenz, K. Dockerty, C. Gearig, S. Hughes-Winfrey, J. Hunerjager, W. Kring, D. Loucks, E. Martin, V. McCann, N. McClure, S. Myers, J. Ott, S. Ott, S. Pearson, C. Pruis, B. Purdy, K. Rivard, C. Schauer, J. Stotz-Ghosh

**Non-voting attendees:** D. Alexander, R. Bair, M. Dunneback, P. Eagan, T. Labadie, D. Lindsley, A. Moore, S. Postula, S. Reidenbach, W. Reynolds, A. Siebers, A. Snead, M. Walters

1. Call to Order – 1:03PM
2. Review/Revise Agenda - None
3. Guests - None
4. Officer Reports
  - 4.1. Chair - Jenny Ott –
    - Faculty Chair “Toolbox” books available
    - Evan Pauken developing enrollment data sheets for Chairs and Program Directors.
  - 4.2. Vice Chair - Philipp Jonas –
    - No Report
  - 4.3. Secretary - Cheryl Almeda –
    - No Report
  - 4.4. Master of Committees – Kevin Dockerty –
    - No Report
  - 4.5. Faculty Liaison – Erick Martin –
    - FERPA policy review – to be covered at ALC in November 2023.
5. Academic Services – Paige Eagan
  - 5.1. Course and Curriculum, with Joe Brady –

Medical Assistant Technology – MAT

Program Changes (Effective 202430)

- MAT.AAS – Add: BIO 115 and CHM 115 as “or” options.
- Motion to approve program changes brought by K. Dockerty, 2<sup>nd</sup> by E. Martin – Motion passed.

Sociology – SOC

New Courses (Effective 202510)

- SOC 104, Sociology of Health & Illness, 3-3-0 (Lecture/Discussion)
- Motion to approve new changes brought by E. Martin, 2<sup>nd</sup> by S. Ott – Motion passed.

- Pilot Courses –
    - May run three times in a 3-year time span without formal C&C process.
    - After that, the pilot course must be run through the formal C&C process to be made an official course in the course catalogue.
    - If the department takes no action with the pilot after the 3-year process, it will be inactivated.
- 5.2. HLC update, with Allison Moore
- Site visit planned for February 12, 2024 – Arcadia and Groves Campuses
- 5.3. Faculty Qualifications update, with Allison Moore
- Xitrac – Full-time faculty requested to check if their credentials are correctly uploaded in the system.
- 5.4. Other
- Employee Portal Update –
    - For FT Term Appointment Faculty – “Term Appointment Calendar 2023-2024 August Cycle” under Human Resources tab in the “Full-time Faculty Term Appointments” section.
    - For FT Continuing Appointment Faculty – “Continuing Appointment Timetables - 2023-2024” under “Faculty Information” tab in the “Contract & Employment Resources” section.
  - October 23<sup>rd</sup> – Interim Director of Financial Aid joining Valley for 3 weeks.
  - Not all “Roster Verification Students” who were marked as non-attending, will be dropped from courses due to extenuating circumstances.
  - Congratulations to the recipients of the first annual Staff and Administrative Excellence Awards!
  - Additional announcements –
    - Water Bottles and Drink Containers - Students should store their water bottles/drink containers in their bags/backpacks.
    - Week of October 30<sup>th</sup> is Spirit Week.
    - Taps on Tuesday
    - November 6<sup>th</sup> – variety of program agreement signings with WMU.
6. Faculty Support – Gail Fredericks
- Proposals being accepted for January 2024 Summit
  - Virtual conference on AI – November 8<sup>th</sup>
7. Unfinished Business
- 7.1. Evaluation Kit
- 7.2. Enrollment Reporting
- 7.3. Academic Dishonesty subcommittee + Academic Integrity group – (November)
8. New Business
- 8.1. Committee Conversations – (starting November)
9. Outstanding Issues and Updates
- 9.1. ALC officer elections will be in November for Vice Chair and Master of Committees, who take their role in January 2024 for 2 years.

10. Upcoming meeting dates for 2023/2024— 1PM—4370/4380 TTC.

- November 3
- December 1
- January 4
- February 2 – this meeting may be on Zoom.
- March 1
- April 5
- April 26 – Summit

11. Other

- Progress Report Luncheons for General Studies, Liberal Arts, Transfer Programs and Tech Career pathways to be featured on
  - Tuesday, Oct. 17 – 9318 TTC
  - Wednesday, Oct. 18 – 306 AWH
- Faculty should contact Narda McClendon, Promise Academic and Career Pathway Advisor
- Deadline for photos/titles to use on invitations to Promise scholars is Oct. 4.
- Visiting Writer Series – Thursday, Oct. 19 – Sara Lupita Olivares
- Kalamazoo Area College Night – Monday, Oct. 9<sup>th</sup>

12. Adjournment – 1:45PM