

Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, April 5, 2024
TTC 4370-4380

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

Non-voting attendees: M. Adams, D. Alexander, T. Batson, M. Dunneback, P. Eagan, A. Fontaine, S. Hubbell, D. Lindsley, M. McDowell, A. Moore, K. Naatjes, L. Orr, H. Parmelee, S. Postula, W. Reynolds, C. Ross, A. Siebers, A. Snead, B. Talsma, S. Tanis, R. Wagner, M. Walters, K. Wright

1. Call to Order – 1:01 PM
2. Review/Revise Agenda –
3. Meeting Minutes of March 1, 2024 – Approved
4. Guests
 - 4.1. Trice Batson – Update on the Used Name Policy
 - 2015-16 policy initiated as “preferred name” changed to “Used Name Policy” after considering the evolution of the language at other colleges.
 - Students and employees can fill out form in HR to update used names. For students – information is disseminated to Deans and instructors.
 - IT working on making these changes system-wide.
 - Students can contact instructors personally or it may come through a dean (it may not show-up in the student portal)
 - 4.2. Miranda McDowell – Student Clubs
 - Shared current list of student clubs available on campus.
 - Faculty or staff (part time or full time) can be a club advisor – number of meetings during an academic year is up to the members and advisors.
 - Advisors needed for certain clubs, contact Miranda, if interested.
5. Officer Reports
 - 5.1. Chair - Jenny Ott –
 - ALC membership list to be updated and annual report will be submitted.
 - Assigning work over student breaks – no official policy, use professional judgement and list expectations in syllabus.
 - ILO Master Syllabi notations due by April 29.
 - 5.2. Vice Chair - Philipp Jonas –
 - No Report
 - 5.3. Secretary - Cheryl Almeda –
 - No Report

- 5.4. Master of Committees – Kevin Dockerty –
 - No Report
- 5.5. Faculty Liaison – Erick Martin –
 - Inquired about the open position for the Director of Financial Aid – to be filled soon.
6. Academic Services – Paige Eagan
 - 6.1. Course and Curriculum, with Joe Brady – No Report
 - 6.2. Other
 - Canvas Component Checklist – Gail Fredericks –
 - Quality checklist to ensure Regular & Substantive Interactions (RSI) are met for Face-to-Face, Blended and Online courses.
 - To be submitted by July 2025, no later than August 2025.
 - Full-Time checklists will be reviewed by Deans; Part-Time reviewed by Instructional Designers in Faculty Success Center.
 - FAQ to be released soon.
 - Stand Ovation submission deadline extended.
7. Faculty Support – Gail Fredericks
 - Summit April 2024 schedule shared.
8. Unfinished Business
 - 8.1. Evaluation Kit –moving to new questions is on hold at this time
 - 8.2. FERPA template, Sarah Hubbell (report forthcoming on Summit’s ALC meeting of April 26)
 - 8.3. Grading Procedure subcommittee (Motion – currently tabled)
 - Input from Faculty, Counseling, and EMC Advisors – researched colleges across state to compare/contrast their grading feedback expectations and policies.
 - Report to be introduced at Summit during ALC in April.
9. New Business
 - 9.1. Annual Committee Report and Membership Update
 - 9.2. Feedback on ALC – please message Erick Martin with ideas, concerns, or suggestions.
10. Outstanding Issues and Updates
 - 10.1. Enrollment Reporting
11. Upcoming meeting dates for 2023/2024— 1PM—4370/4380 TTC.
 - April 26 – Summit – tentatively 2:30PM-3:30PM
12. Other
 - 12.1. Reminders & Announcements
 - Art Show - April 5, 5:30-8PM - Beth Purdy's Sabbatical Show at CNM – “Never Wake a Sleeping Baby”
 - Book Orders – due May 1 – consider using OER materials for your students.
 - Julie shared Author Kai Harris will visit our campus on April 11.
 - In April – free hair services offered by our barbering and cosmetology services for students and employees.
 - 12.2. Shout Outs!
 - Paige Eagan thanked Allison Moore, Meredith Vanderhill, and Mark Dunneback for their work on the External Advisory Committee Celebration. Also shouted out Karen Rivard for her work with the Police Academy.
13. Adjournment – 2:31 PM