

Academic Leadership Council
Meeting Minutes
10:45 AM
Thursday, August 29, 2024
TTC 4370-4380

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

Non-voting attendees: R. Bair, N. Bergan, T. Birkholz, J. Boone, D. Crouch, S. DeLeeuw, M. Dunneback, R. Durkee, P. Eagan, A. Fontaine, G. Fredericks, P. Grohs, M. Holland, T. Labadie, K. Lavender, D. Lindsley, A. Longcore, D. Martin, A. Moore, K. Naatjes, L. Orr, L. Prister, J. Ramsey, C. Ross, B. Reynolds, A. Snead, B. Talsma, R. Vezeau, R. Wagner, M. Walters, M. Washington, K. Wright

1. Call to Order – 10:45 AM
2. Review/Revise Agenda – Item 6.1 – Course and Curriculum added.
3. Meeting Minutes of April 26, 2024 – Approved
4. Guests
 - 4.1. Information Technology Updates, Aaron Snead
 - Laptop Loaner Program Update: Beginning with the Fall 2024 semester, laptops are checked out for two weeks at a time. Renewals are automatic for another two weeks, for a total of a four-week loan period. After four weeks, the student must return the laptop to the library.
 - Laptops are now considered overdue one day after the due date. Once the laptop is overdue, IT has the ability to lock the computer and make it unusable. IT will send a message to the laptop screen letting the user know before this happens. After the computer is locked, students have three days to return the laptop or their KVCC account may be charged for a replacement cost – will not be eligible to borrow anything from the library for two weeks.
 - Hotspots: Eligible students may borrow a hotspot on a first come, first served basis during regular library hours. Hotspots are available for checkout one week before classes begin, and are available through the end of the semester. A Valley ID is required for checkout.
5. Officer Reports
 - 5.1. Chair - Jenny Ott –
 - Organizational changes in Academics – Department Chair and Program Director list to be updated and sent out.
 - 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 –
 - No Report

6. Academic Services – Paige Eagan

6.1. Course and Curriculum, with Joe Brady –

EDU – Education & Student Development

Course Strategy Changes (*Effective: 202530*)

- EDU 110: Teaching Lab Seminar I, 1-.5-1 (Lecture/Discussion – Field Work)
- EDU 111: Teaching Lab Seminar II, 3-2-2 (Lecture/Discussion – Field Work)
- EDU 112: Teaching Lab Seminar III, 3-2-2 (Lecture/Discussion – Field Work)
- EDU 113: Experiences in Secondary Ed, 3-2-2 (Lecture/Discussion – Field Work)
 - Motion to approve course strategy changes brought by E. Martin, 2nd K. Dockerty – motion passed.

6.2. Assessment Updates, Allison Moore

- Faculty Qualification (XiTracs) – Sept. 15th is the deadline for part-time faculty to submit updates.
- Exception forms for Faculty Qualifications –
 - Request for Ongoing Exception for Faculty Qualifications
 - Request for Temporary Exception for Faculty Qualifications
- List of all courses and all the instructors' required credentials coming soon on the intranet.
 - Opportunities to request changes to that list will come through committee.

6.3. Other –

- Kelly Naatjes – Course and Curriculum form updates, will use Microsoft forms and One Drive.
- Welcome Amber McCarty, Dental Hygiene Faculty!
- Electronic forms available now for Course Schedule Confirmation for Full-Time Faculty.

7. Faculty Support – Gail Fredericks

- Faculty Success Center Lab – updated hours.

8. Unfinished Business

8.1. Evaluation Kit, moving to new questions is on hold at this time

8.2. FERPA FAQ sheet forthcoming, Sarah Hubbell

9. New Business

10. Outstanding Issues and Updates

10.1. Enrollment Reporting

11. Upcoming meeting dates for 2024/2025— 1PM—4370/4380 TTC

12. Other

6.3. Reminders–

- 6.3.1. Utilization of [Simple Syllabus](#) is required for all Winter 2025 courses.
- 6.3.2. Encourage the inclusion of a statement on syllabi that explains how the instructor will provide feedback to students on (1) frequency of instructor feedback; (2) measurable turnaround time for instructor feedback on graded activities; (3) instructor office hours.
- 6.3.3. Post semester schedules and office hours on office doors and submit in Banner.

- 6.3.4. Submit [Professional Activity Reports](#) to your Dean by **Friday, September 27**.
- 6.3.5. Link to [Faculty Forms online, e.g., Semester Action Dates, ARE form, Roster Verification, etc.](#)

6.4. Announcements –

- 6.4.1. Reconnect applications are now extended to students up to Dec. 31, 2024.

6.5. Events--

- 6.5.1. [Visiting Author, Robin Wall Kimmerer](#), "Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants" - Nov. 6 @ 10am & 2:15pm, Student Commons Theater, Room 4240.
- 6.5.2. Rachel Bair – Tuesday evening lectures timed to promote “Taps on Tuesday” – Speakers from Community

13. Adjournment – 11:35 AM