

Academic Leadership Council
Meeting Minutes
1:00 PM
Friday, February 2, 2024
TTC 4370-4380

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

Non-voting attendees: D. Alexander, R. Bair, N. Bergan, A. Brandt, M. Dunneback, P. Eagan, A. Fontaine, G. Fredericks, P. Grohs, S. Hubbell, T. Labadie, K. Lavender, D. Lindsley, A. Moore, K. Naatjes, E. Pauken, S. Postula, L. Prister, A. Quinones, J. Ramsey, W. Reynolds, A. Siebers, A. Snead, B. Talsma

1. Call to Order – 1:01 PM
2. Review/Revise Agenda –
 - Item 3.2 – Tracy Labadie to present Standing Ovarions on behalf Cathy Colella.
3. Guests –
 - 3.1. Kevin Lavender, Early Middle College
 - 470 EMC students in the program last year – Provided student demographics information.
 - EMC Partners (Van Buren, KRESA, Gull Lake) – Request to improve communication about grades and to host classes at high schools.
 - Announced upcoming EMC related events.
 - 3.2. Tracy Labadie, Standing Ovarions
 - A self-report system to annually recognized faculty, staff and administrators for their professional accomplishments over the last 5 years.
 - Submission deadline is March 15.
4. Officer Reports
 - 4.1. Chair - Jenny Ott –
 - Met with Administration about snow day and delayed start announcements.
 - P. Eagan – faculty to use their professional judgement to decide if a portion of class will still be held after the college opens.
 - Student snacks available in the Faculty Reception area, Library, Learning Center and the Student Development Services.
 - 4.2. Vice Chair - Philipp Jonas –
 - No Report
 - 4.3. Secretary - Cheryl Almeda –
 - Laptop loaner update.
 - ‘Grow Your Own Grant’ update.
 - 4.4. Master of Committees – Kevin Dockerty –
 - No Report
 - 4.5. Faculty Liaison – Erick Martin –
 - No Report

5. Academic Services – Paige Eagan
- 5.1. Course and Curriculum, with Joe Brady –

BARB - Barbering

New Course (*Effective Summer 2024: 202430*)

- BARB 248: Barbering License Credential, 30-4-26 (Lecture/Discussion – Standard Lab)
 - Motion to approve new course brought by P. Jonas, 2nd by E. Martin – motion passed.

COS – Cosmetology

New Course (*Effective Summer 2024: 202430*)

- COS 248: Cosmetology License Credential, 30-8-22 (Lecture/Discussion – Standard Lab)
 - Motion to approve new course brought by P. Jonas, 2nd E. Martin – motion passed.

COS/BARB

Program Change (*Effective Summer 2024: 202430*)

- Add: Barbering and Cosmetology as 2 new concentrations requiring 30 credits for completion of the Occupational/Technical Studies AAS program.
 - Motion to approve program changes brought by P. Jonas, 2nd by C. Gearig – motion passed.

- 5.2. IRB – CMOP update, with Evan Pauken

- Shared electronic form for internal / external research – www.kvcc.edu/IRB

- 5.3. CCSSE Information and Update, with Evan Pauken

- Community College Survey of Student Engagement
- Utilizing a hybrid option for students.
- Faculty will receive surveys and are asked to allow up to 45 minutes for students to complete it (for totally in-person classes).

- 5.4. Xitrac Faculty Qualifications update: Part-Time faculty roll-out with Allison Moore –

- Due on March 1st by 5 PM.
- Chairs and Program Directors to help facilitate process.

- 5.5. ILO information: Assessment Year 4 due date (February 9), with Allison Moore –

- Department Chairs and Program Directors to update two ILO's (Institutional Learning Outcomes) on Master Syllabi and at least one SLO (Student Learning Outcome).
- Master Syllabi notations due by April 29.

- 5.6. Other

6. Faculty Support – Gail Fredericks

- Urban Connection Cultural Responses – session 3 is available for all to attend.

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. FERPA template, Sarah Hubbell (coming April 2024)

- 7.4. Committee Conversations – EMC Advisory with Kevin Lavender (item 3.1)
- 7.5. Grading Procedure Motion – currently tabled – Motion to approve subcommittee brought by S. Ott, 2nd by S. Pearson – motion passed.
- 7.6. AAS Degree Subcommittee – Motion to approve subcommittee brought by C. Pruis, 2nd by S. Pearson – motion passed.

8. New Business

9. Outstanding Issues and Updates

9.1. Enrollment Reporting

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

- March 1
- April 5
- April 26 – Summit

11. Other

11.1. Reminders & Announcements –

- ILO information: Assessment Year 4 due February 9
- HLC update: Multilocation Visit February 12

11.2. Shout Outs –

- M. Dunneback and C. Pruis acknowledged Chef Stephanie for their work with the Havermill Café.
- J. Ott acknowledged Karen Rivard for doing great work for our law enforcement programs.

12. Adjournment – 2:51 PM