Academic Leadership Team Meeting
January 25, 2022
Minutes

Present: Darci Cather, Dr. Kristin Shelby, Dr. Greg Mason, Ginger Harner
Mandy Hannan, Kayla Sauerbrunn, Lori Armstrong,Ruth Smith
Felicia Rouse, JoElla Basler (Zoom), Teale Betts (Zoom)

I. Call to Order at 1:05 pm by Darci Cather.

II. Kudos and Celebrations
A. Tim Frizzell is enrolled in a PhD program
B. April Dollins is enrolled in a DNP program
C. Lori Armstrong and the Science dept are experimenting with the Anatomage table

III. Board Reports
A. The structure of the board reports will change to align with the monitoring reports and KPI's. The reports will be aligned with the strategic plan.

IV. Scheduling
A. The summer and fall schedule suggestions from the Department chairs will be submitted by February 7, 2022. Nursing will get a week extension due to the ACEN visit.
B. Intersession classes will be offered between spring and summer and summer and fall.
C. We will not offer any math corequisite classes until Fall 2023.

V. Faculty Evaluations
A. The Vice-President of Academic Affairs will do all the evaluations due this spring. The evaluations will begin in February.
B. Two minor changes will be made to the evaluation form, a title change from Vice-President of Instruction to Vice-President of Academic Affairs and the date of the observation will be added.

VI. Office Moves Discussion
A. We will have 2 phases of office or department moves upcoming. The first phase of the move is primarily for Student Success and Services. It will also affect Career & Technical programs and Adult Ed.
B. The second phase may focus on adequate classroom space and minor facility updates.

C. Several classroom concerns were suggested with the common denominator of most being not enough storage space.

VII. Simple Syllabus Discussion

A. We are currently at a halt with utilizing simple syllabus. It is not integrating with Colleague and pulling over correctly. Will it function as intended? We have 2 choices at this time.
   1. We can try to get out of the contract
   2. We can start over with IT involvement in each step to ensure it will work.

B. The agreement amongst the chairs is to start over and communicate with their areas we will be working out the technical difficulties for a soft rollout in the summer.

C. All deans and chairs will be added to the Etrieve Content to view all syllabi that have been submitted.

VIII. Other Business/Questions

A. Dr. Shelby shared the new protocol for COVID exposure and tracing. Kylee Frassato will be tracking all students. She has access to update the instructor list. She will also be contacting everyone who is out of compliance. Dr. Shelby will be tracking the athletes.

IX. Adjournment

A. A. Lori Armstrong made a motion to adjourn the meeting at 2:25 pm with a second by Kristin Shelby. All voted in favor and the motion carried.