Academic Leadership Team Meeting
February 22, 2022
Minutes

Present: Darci Cather, Dr. Kristin Shelby, Dr. Greg Mason, Amanda Hannan, Kayla Sauerbrunn, Lori Armstrong, Ruth Smith, JoElla Basler, Ginger Harner, Felicia Rouse, Teale Betts, Russ Stoup

I. Call to Order at 2:17 pm by Darci Cather.

II. Approval of the Minutes from January 25, 2022.
Kayla Sauerbrunn acknowledged an error in the minutes, April Dollins is enrolled in a DNP program. Ruth Smith made a motion to accept minutes with necessary changes. Dr. Kristin Shelby second. All voted in favor and the motion carried.

III. Kudos and Celebrations
A. Mandy Hannan reported the ACEN accreditation went well. We were found by the peer reviewers to have met criterion necessary in all 6 standards.
B. Mike McNally will be speaking at the Anna Arts Center on February 26, 2022 on Britain and the American Civil War.
C. Dr. Kristin Shelby thanked everyone for helping with CTE day. Lori Armstrong, Sheryl Ribbing and Ian Nicolaides led a demonstration of the Anatomage table.
D. Ginger Harner thanked the IT department for helping with the room change of Adult Education.

IV. COVID Protocols
A. The college is going mask optional on February 28, 2022. The required temperature check to enter and weekly testing protocols for non-vaccinated individuals is still in effect.

V. Scheduling
A. According to ICCB, Management Information Systems Manual, some of our sections on previous schedules have not met the criteria to be coded as hybrid. The ICCB Predominant Technology Definitions considers them internet-based courses.
B. Darci recommends to not incorporate zoom times in course offerings if we do not have full-time faculty as the instructor.
C. The goal of the fall schedule is to have an equitable distribution on days, times and locations. Guidelines and standards for schedule creation will be developed.
D. JoElla Basler suggests we have schedule meeting to walk through the process of building the schedule.
E. We need to train our adjunct instructors to teach in different modalities.

VI. Program Review

A. An annual timeline is being developed for ICCB Program Review. Moving forward, Dr. Shelby's office will request data and notify programs/faculty they will be under review for that year in August, with a first meeting in September.
B. Dr. Shelby's office will pre-populate the templates and email them to the appropriate Dean prior to the September meeting.
C. Programs/faculty will work with their Department Chair to complete the templates and submit to their respective Dean for approval before being sent to Dr. Shelby's office for submission to ICCB by September 1 each year.

VII. Perkins Requests/Timeline

A. The CTE department will have an annual timeline for Perkins requests. The Perkins application must be submitted by May 13, 2022. The wish list items are due to Dr. Mason by April 22, 2022.
B. Requests over $3500 will require 3 estimates from 3 different companies. Requests over $25,000 will be bid out. Please add any type of continued cost with the request.
C. Items requested must justify the alignment with Strategic Plan and Key Performance Indicators.

VIII. Website

A. Shared Governance webpages will be added to the SCC website. The Governance committees, Operational committees and Shared Governance manual will be added.

IX. Other Business/Questions

A. Is faculty expected to attend committee meetings in the summer? Faculty is not required to attend meetings but can attend.

X. Adjournment

A. Teale Betts made a motion at 3:18 to adjourn the meeting with a second by Amanda Hannan. All voted in favor and the motion carried.