Academic Leadership Team Meeting
November 15, 2022
Minutes

Present: Dr. Darci Cather, Dr. Kristin Shelby, Amanda Hannan, Jean Boyd, Lori Armstrong, Kayla Sauerbrunn, JoElla Basler, Teale Betts, Felicia Rouse, Jessica Edwards, Sabrina Black

I. Call to Order at 1:02 pm by Dr. Darci Cather.

II. Approval of the Minutes from October 11, 2022.
Teale Betts made a motion for approval of the minutes with a second from Lori Armstrong. All voted in favor and the motion carried.

III. Kudos and Celebrations
A. Career & Expo event had 72 vendors and over 750 students
B. Blake Goforth has worked diligently with Career Services information for website
C. Career Pathways Bridge approved
D. EMT students participated in Landing Zone training coordinated by adjunct instructor Dorie Wilburn

IV. Curriculum Cleanup
A. Course descriptions have not been revised in Colleague for many years. A list by department of each active course in Colleague was generated and sent to the appropriate department for review and revision. Any incorrect information or changes to the course will be updated in Colleague.
B. Courses not taught in 5 years or more will be deactivated. Courses not offered in 2 years will be removed from the catalog but remain active.
C. The course descriptions for the catalog will be pulled from Colleague.

V. Program Review – Dr. Shelby
The programs to be reviewed and the timeline for review are due to deans.

VI. Active Learning Furniture
Please stop by the beach, view the furniture and email all feedback to VPAA

VII. Schedule
Summer schedule is due December 9, 2022.
Fall schedule is due January 20, 2022.

VIII. Assessment Review/Budget Projections
Assessment needs to be adjusted to prepare budget requests for upcoming year.

IX. Hiring Process

A position and pay must be approved before a position is posted and someone is hired. Follow the process.

X. Smart Eval Training

Each department should contact Rob Lucas to schedule training. He will assist with any questions. It will be going out at the end of the semester.

XI. Adjournment

Lori Armstrong made a motion to adjourn the meeting with a second by Teale Betts. All voted in favor and the motion carried.