# Academic Leadership Team Agenda
# August 8, 2023
# 1:00-3:00 p.m.

I. Call to Order
   a. 1:03 p.m. by Dr. Darci Cather

II. Approval of the June 13, 2023 Minutes
   a. Approved with name spelling and "reapplied" correction
      i. 1st - Dr. Kristin Shelby
      ii. 2nd - Wendy Harris
      iii. All approved

III. Kudos, Celebrations, and Sharing of Information
   a. Wendy said the retreat was well received. It was a great start to the academic year. She thanked everyone who was involved in putting it together.
   b. Dr. Cather said the auto lab is coming along and looks fabulous so far. It is still in progress.
   c. Wendy Harris said all cosmetology graduates passed their test and are employed.
   d. Dr. Cather said enrollment data is up 8% in FTE. We are full in a lot of programs: Cosmetology, Welding, Medical Assistant, and Basic Electricity. We are waitlisted for Cosmetology and Welding students. Dr. Cather appreciates everyone's efforts for making this happen.
   e. Dr. Cather and Wendy Harris noted that the automotive program got a kit agreement with Snap-On that enables students to go straight to work from school. Dr Shelby mentioned working with a fee schedule for the auto kits in the future that is similar to SIU.
   f. Dr. Cather added we received a new automatic semi-truck for the truck driving program.
   g. The new math faculty will be arriving soon. Lori Armstrong is excited and recognizes she will be a great asset with her experience.
   h. Dr. Cather is working on a recommendation for the Curriculum Development Coordinator position. However, we are still looking for someone to the HCCTP position.

i. Lori Armstrong inquired about the current status for a lab assistant. Her and Dr. Cather will have a conversation at a later time.
j. Lori Armstrong noticed there were lots of positions now open she did inquire what the new IT Instructor position entailed including the Math Instructor and the Business Administration Instructor.

IV. Shared Governance Committee Changes
a. Changes came from the Executive Council. This will reduce the size of teams and councils because people are attending too many meetings. Changes should go into effect sometime this week. If faculty have conflicts, you will need to reach out to Dr. Cather or Tina Dudley. Teams may need to meet more than once a month due to ICCB reporting, visits, and curriculum reviews.
b. JoElla asked if the committee listings will be on the website like it is now. Dr. Cather said yes the committees will be listed. First, we will be emailed about the committees, then the final will be published. Wendy Harris asked about a timeline for this. Dr. Cather anticipated over the next day or two.

V. ACUE
a. Dr. Cather provided a new schedule. This schedule is revised from the previous meeting due to concerns about the start date of ACUE and the first day of the semester. The new start date is September. The schedule is broken up into four modules. We will need the roster completed by 8/28, course launch will be at Assessment Day. The official course launch is actually 9/11. There is no fall break due to the start date and finals week but there is in the spring. This puts the first two modules wrapping up 12/10. This is the week before finals. We will go to winter break and start back on 1/15 (to not start the first day of class). Between modules three and four, there is the break for spring-this is during our scheduled spring break. It wraps up on 4/28. There will be a pinning ceremony for ACUE at the Faculty Appreciation Luncheon. The link is not open until Dr. Cather finalizes the schedule. We will be sharing the QR code at convocation for Full-Time Faculty. First, we have 33 spots. According to ACUE, 20 and up is

considered full. However, we want to be full at 33 and are asking Department Chairs to encourage our regular adjunct.

b. Wendy Harris asked if this is a one-time offering. She is inquiring due to Automotive and Welding has a lot going on right now. Dr. Cather said this package doesn't carry over. We are trying to get as many through due to available funding resources to be able to offer a stipend a $1,500. Those who don't get in now may be able to take it later, but may not be in a cohort. We want to get 100% completion of ACUE. We want to do as much as we can while we have the funding. Joella asked if it was all or nothing for the stipend. Dr. Cather said that the stipend will be paid out at the successful conclusion of the course. She noted most of the work, outside of course launch, is asynchronous. They will work on their own time.
c. Dr. Shelby likes the schedule. Lori Armstrong agreed. Dr. Cather will approve the schedule. The link will activate for applying when Dr. Cather approves the schedule.
d. Dr. Cather noted we are going to market this as our commitment to excellence and life-long learning and our craft.
e. JoElla asked how much time would be spent doing this. Dr. Cather noted 2 to 3 hours per module- that's the calculation to one credit hour class for the stipend $750 for the Fall and $750 for the Spring. JoElla confirmed there were four modules with six sections. Dr. Cather said Yes two weeks during that block gives 2 weeks for completion both due on December 3rd because there is not a break for Thanksgiving. There are other classes as well we can choose from in the future if we continue next year.
f. JoElla asked if there were any circumstances you have to pass? Dr. Cather said it is a completion and discussion board. Wendy Harris noted there's no right or wrong answer, it's sharing. Dr. Cather says under these best practices you will be collaborating as a group, there's no right or wrong, it's applied strategy, not completion. Lori Armstrong noted they seemed very flexible. Wendy Harris noted the venue was very forgiving. Dr. Cather thinks maybe it's a checklist of completion. Wendy Harris thinks she remembers seeing it as a checklist.

VI. Transfer Mapping

a. People who received the invite are required. Not everyone is required, only the invited.
b. Dr. Cather has started folders in Google Drive with articulation agreements.
c. Lori Armstong asked if whole departments come? Dr. Cather confirmed that whole departments will come. She added that not all Wendy's departments will come, only Eric and Anna.
d. Dr. Shelby wanted to know if it was possible that we all start in the same location, then separate. Everyone discussed the best rooms for the transfer mapping.
e. JoElla inquired about a blank template. Dr. Cather confirmed there would be a blank template and at the retreat it was requested that one be auto populated. Dr. Cather is working on that request and will be saved when she is finished.
f. JoElla wants her students to have Speech courses. Drs. Cather and Shelby agreed we need to list those now. Dr. Cather says we need to look at English and Math courses to be more specific. However, we need to be careful with the "or." This can cause a nightmare. Student planning may struggle with the "or."
g. We will start with SIU. Later we can repeat the process with SEMO and MSU. Dr. Shelby noted that the process may be more difficult with out-of-state universities.
h. Dr. Cather added we need to look at the equivalencies of courses transferring. These are first drafts, we will go back and make changes. We may need to look at if they are offering something else to meet the requirements.
i. JoElla noted that Art examples are not included in the mapping. Dr. Cather said that could be considered an "or." We also have FT Music Appreciation, although that may not be student friendly.
j. JoElla noted that Nursing has Ethics and Values. She was curious about how that drives our schedule. Dr. Cather addressed that once we have our maps, we can use them to drive our scheduling each semester or if courses are even offered at all. The articulation with English and Spanish with SIU have to be reflective with what our offerings are.

VII. Dual Credit/Adjunct Faculty Onboarding Checklist

a. Becky will resend the document to everyone.
b. We cut out a lot of the "Adjunct" or "Dual Credit" "only" verbiage. We also made minor changes. We requested the team to review and send either an approval or recommendations. This was started because it is a gap that has been identified.

VIII. Other Business

a. Lori Armstrong added that Moodle will look different and noted some changes. Rob sent an email to all full-time and part-time faculty regarding the changes. Dean's requested that email be forwarded to them. Dr. Shelby added that we remind everyone to open the Moodle shells. Lori Armstrong added that Self-Service looks different. Dr Cather added that CROA is the SAP icon.
b. Lori Armstrong made a suggestion that faculty and adjunct setup reminders to submit their grades and other deadlines. Dr. Cather and Lori agrees the fewer we hunt down the better.
c. Dr. Cather mentioned a Faculty Handbook in the works. JoElla added that a lot of the information was in the knowledge base. Lori was curious to a physical handbook or electronic. Dr. Cather envisions both.
d. Dr. Shelby and Kristy Stephenson had a couple of syllabus come through with Summer dates. Dr. Cather suggested getting with Rob Lucas to get the dates updated. Kristy noted there are six dates wrong so far.
e. Dr. Cather identified non-instructional days-some holidays and operational, i.e. Assessment Day. The team discussed the holidays. She noted other important dates.
f. Lori Armstrong noted that the Spring Convocation was early this year for the purpose of anyone that will be taking vacation to be aware.
g. Lori Armstong inquired if Fridays were still Spirit Days. The team agreed we had not received any direction it was not.
h. The team discussed Convocation and room reservations.
i. The team discussed the event on 10/5 to clarify the event. Dr. Cather confirmed that 10/6 was still a non-instructional day.

IX. Adjournment

a. 2:19 p.m.
b. 1st - Kristy Stephenson
c. 2nd - Lori Armstrong