Academic Leadership Team Agenda
August 28, 2023
1:00-3:00 p.m.

Members Present:

Lori Armstrong	Amanda Hannan	Dr. Taylor
Wendy Harris	Dr. Kristin Shelby	Dr. April Teske
JoElla Basler	Kristy Koch Stephenson	Dr. Ian Nicolaides

I. **Call to Order** 1:00 p.m. by Dr. Taylor

II. **Approval of the August 8, 2023 Minutes**
1st - Wendy Harris
2nd - Amanda Hannan
All approved

III. **Kudos, Celebrations, and Sharing of Information**
Dr. Taylor welcomed Dr. Ian Nicolaides, candidate for the Allied Health Department Chair, as a guest to the meeting. Election and votes will be held August 23, 2023.

Dr. Taylor notified the team Dr. Cather out for an undetermined amount of time. We will approach her leave as a long-term absence. Dr. Taylor will run point in Academic Affairs and Dr. Teske will assist as needed.

Share Governance is not ready to share yet. The process is just getting started and may have something to share at the next meeting.

Dr. Shelby shared that we have 27 enrolled in ACUE. This is an awesome enrollment number. We need to push to have our other six spots filled. Lori Armstrong is going to be the Course Facilitator. The team discussed all the deadlines and anything else to kick-off the Course Launch at Assessment Day.

Wendy Harris recognized the Auto Lab renovations and it looks fabulous. Lori Armstong inquired if the lab was going to allow the

community to come in and receive service similar to the Cosmetology Lab. Dr. Taylor explained that it is up to Alex as to what this will look like moving forward. However, there are additional costs, i.e. insurance, that would go along with an open lab the college would have to consider.

Dr. Taylor recognized Dr. Shelby for being selected to the ICCB Program Review Advisory Committee. Dr. Shelby is looking forward to serving. She has done this before virtually, but now will have the opportunity to serve more face-to-face and is looking forward to it.

Dr. Shelby submitted the Program Review ahead of the deadline. ICCB gave positive comments. She said they noted we are doing a better job of utilizing the data- not only recording it, but disaggregating it.

IV. ACUE

As noted earlier, we have 27 enrolled.

Dr. Taylor inquired for more details surrounding ACUE. Discussion about the schedule, modules, and stipends followed.

Lori inquired about the instructors that are not able to attend the kick-off. Dr. Shelby added the kick-off is with the ACUE representative. Wendy suggested we record it or supply a link. We want to keep everyone not full-time involved with the kick-off. Dr. Taylor confirmed that 9/5 is Assessment Day. He inquired from the team what we wanted to happen. Lori feels everyone needs to be there. Wendy agreed. Lori requested a list of instructors that may need encouragement. Becky Steinmetz will provide the team with a list of enrolled instructors. JoElla Basler wanted to clarify what ACUE is going to be doing during the kick-off. Dr. Shelby requested Becky reach out to ACUE to find out what we need and how this will work.

Dr. Shelby also made mention of the $1,500 stipend that follows the completion of ACUE in the spring. Dr. Taylor did confirm that was a one-time $1,500 stipend issued at the completion of ACUE, not $750 in the fall and $750 in the spring. The team discussed past discussions on how the stipend came to be.

Dr. Teske mentioned that having your FY23 findings ahead of time for Assessment Day would be beneficial. You will now be able to

upload a document instead of having to enter everything and include the document. The document will be sufficient.

JoElla wanted to make sure to include rooms so that everyone is aware of where they need to be and when.for Assessment Day.

V. Dual Credit/Adjunct Faculty Onboarding Checklist

JoElla inquired about how this document was going to be used, our 1st meeting with them or send it out? Becky explained her thoughts would be the Department Chair would sit down with the instructor either during orientation or make an appointment with them to go over the items on the list based on her experience with onboarding people. However, JoElla was concerned about reaching our Dual Credit Instructors. Becky felt the process still needed to be that we get in contact with them. She also explained there was a Faculty Handbook in the works that may be beneficial to this process. Dr. Shelby noted that there were some processes we don't have that ICCB was looking at towards our adjunct and dual credit instructors. This list and the handbook is something that may need to be developed at the same time, but the list needs to be a part of the process. Dr. Teske agreed there are some things we need to review for ICCB and Dual Credit. This form is probably part of resolving some of the gaps. Lori added there has been a lot of change in position that sometimes it isn't even clear who the go to people are for some of these items. Kristy pointed out item #6 as an example. She inquired how they would even find that. Dr. Teske added that a Faculty Handbook might resolve that issue. Dr. Taylor that Adjunct and Dual Credit evaluations are a part of the recognition process. Lori suggested links be added to the list to find resources to these items. Kristy added even with links it may take you down a black hole. It's easy to put on paper, but we aren't able to give instructions to show them is a struggle. It's hard not being able to help them without the resources. This needs to be addressed. Dr. Teske asked about the Knowledge Base. JoElla answered that Rob Lucas had a Knowledge Base, but the Moodle platform has changed. Kristy noted that Moodle changes overnight based on Colleague at night. The adjuncts are losing imputed information and there is a high-level of frustration. Lori added the Moodle shells are separated, basically double listing the course in Moodle. JoElla had a student not able to participate because they were in a Dual Credit and not cross listed. Kristy is hoping the new Curriculum Coordinator will be able to help and make the changes and help on the back side. Becky offered to share the draft of the Faculty Handbook, it may contain some information and instructions we could be using now. Dr. Shelby recommended Rob

make some instructional videos. Dr. Teske suggested making an app with instructions of all different subjects and "how-to's" with videos.Jo Ella confirmed this is already in the Knowledge Base. Dr. Shelby added SIU uses a Knowledge Base for all its instructors. Dr. Taylor wants Becky to share the Faculty Handbook to get reviewed and something in the works. … Lori and JoElla confirmed they would like to see the draft of the Faculty Handbook.

VI. Other Business

Dr. Teske suggested that the Assessment Team be a part of the planning of Assessment Day. Becky inquired about who was on the Assessment Team. Dr. Teske gave her a list of names, and Becky will reach out to Mike McNally about the agenda. Dr. Shelby agreed.

Lori mentions Dr. Nicolaides teams probably need to be reassessed for Shared Governance. Wendy noted that an email needed to be sent to check the list.

Dr. Taylor the Assessment Team will take lead on Shared Governance involvement.

Lori gave a reminder that the Initial Progress Grades are due.

He wants to know when Department Chairs talk to instructors about assessments. Lori said Department Chairs don't, Mike McNally works with them about assessment. Dr. Teske confirmed Mike should be working with instructors about assessments, and the Department Chairs should be covering Core Competencies. Discussion about core competencies followed. Lori wanted to know when instructors don't submit their artifacts. Dr. Taylor confirmed it needed to be looked at. Dr. Nicolaides suggests we need to utilize Moodle for this. Dr. Teske noted that the issue with Moodle is that all the Dual Credit students are in one section of the instructors. The instruction operates on their own system that's not Moodle. Dr. Nicolaides explained from experience as a Dual Credit Instructor that if they have electronic resources at their fingertips it will make it a lot easier for the instructors. Wendy agrees that Moodle can be an option to store artifacts at least the artifacts would be submitted and somewhere for us to access. Dr. Teske added that core competencies are going out at the end of the semester to the instructors, and they are just not filling them out and submitting them back. We need to be sending these out sooner.

Dr. Taylor wants to know what we can do to get a better handle on how we do this. Is there a better way to reach the vision? ICCB and

HLC will both want to review Assessments. If there's something we can do now, How can we help? JoElla confirmed the subject as Assessment or On-boarding. Dr. Taylor confirmed it's all connected. It doesn't appear consistent. Do we have an overall assessment plan? Dr. Shelby explained when we assess, we keep collecting, and we never analyze and plan. Yes, that's what the CQI's are for, but we are never reporting the results of our plans. Lori asked about this being the reason we do it earlier now (in the academic year). Dr. Teske noted we moved to this and we wrote into the feedback to develop the budget and it lets us: 1. Close the loop, and 2. Determine what we want to accomplish using last year's findings and make new or build new objectives. The planning for the budget needs an earlier assessment. Dr. Taylor used the example of courses writing an expository essay graded with a rubric to assess. Then all faculty upload their results into a database to retrieve a common score. The faculty evaluates the scores and changes to make for a better score. Reassign the assignment to see if the students' scores improve. JoElla confirmed that yes that happens. They use the artifacts for the essay, apply the rubric for the artifact,. The lead instructor uploads to CQI (which is uploaded to Weave). Dr. Teske added some schools use Program Learning Outcomes to look at (for example) English, but they may use two or three subjects that belong to different subjects to look at learning outcomes. The use of the other subjects can be used to knock out both Program Learning Outcomes. Lori added as we work on the pathways, these assessments will be beneficial. Dr. Teske notes that every single course may not need to give an assessment, but as a program. Where this could benefit is our core curriculum, IAI credits from the common areas, math, etc as a result of the student being able to meet competencies. JoElla added we did that several years ago, We would choose which competencies were assessed. Lori added to JoElla's statement that it included in-depth they were assessed. Dr. Teske added while she was working on assessments, she couldn't find those a few from ten years ago. Dr. Taylorcan give a lot of support and more communication. There's ways to make Adjunct and Dual Credit happen. They know these things have to happen. Any thoughts on the checklist? (back to on-baording checklist section)

Lori asked what we are supposed to do with requisitions. Dr. Taylor explained to start with the Deans. The Deans will need to look at the budgets. The Business Office does have some processes they have to follow with the audit requirements. Becky explained

according to current policy all requisitions have to have a Vice President signature on them.

Dr. Teske spoke on the upcoming ICCB Recognition Visit. She noted that once we are contacted, we have to submit a self-study letter within 90 days. Her and Dr. Shelby will be working together and getting started. They are going to use FY19 templates. They will get everyone together to start working on this. There are things we don't have, i.e. Faculty Handbook and Adjunct/Dual Credit processes. We will send out the Program Review Manual along with the next minutes. Dr. Taylor added we must comply (with ICCB) or we could see lots of money refunded for being out-of-compliance. Lori wanted to know how long they will be here. Dr. Shelby answered that the last was a desk review. They requested information and we would email them the information we provided. Dr. Teske mentioned that ICCB may pull Mid-term processes and select 300 courses for the last five years, or see credit hour claims by verification forms. JoElla stated it's ironic that it's not clear for instructor qualifications. Dr. Taylor explained that not all states have a common set of qualifications, but they don't want to be the first one to set the standard- it deals with Academic Freedom. JoElla added that Jesse found that instructors for Sociology must have Social Work in ICCB standards. Lori asked if this was possible for them to find instructors without qualifications. Dr. Teske confirmed that schools are being cited for this. Dr. Taylor added that if we are doing our Curriculum and Instruction work correctly, we should be able to defend any findings.
Dr. Taylor is going to take on Scheduling Development. He will need a list of recommended courses for Spring 2024 from the team. One thing we have problems with is getting courses entered correctly in Colleague. We will have training and not roll the schedule to keep from duplicating errors. Lori asked about the due date for this. Dr. Taylor would like to have the list in two weeks. We are going to work with everyone and will be shooting for less than 50 changes. All adjustments need to be made before the rollout such as time setup, accuracy,, right classrooms and locations. JoElla inquired about the Dual Credit Schedule. Dr. Taylor that we are making agreements with the high schools. We are implementing a new agreement with them. We want students to take a specific sequence, some courses concurrently, We will be working with Becky on workloads to make sure they are calculated correctly. Dual Credit Quality Act is used when schools can't agree. We will be asking Teale Betts to do the process earlier, by January, in an attempt to meet the needs of planning. Lori asked about the

number of sections we need. Dr. Taylor will work with Dr. Teske on data that backs how many sections will need. JoElla asked if he wanted the extension center courses listed as well. Dr. Taylor added we want to make sure program necessary classes are not overlapping. The Dean and Department CHairs will view the schedule potentially three times before it's released. Once submitted, there will be no changes. Dr. Shelby confirmed extension center recommendations need to be made. Wendy asked about who the recommendations for classes need to be sent to. Dr. Taylor wants them sent to Becky. We will be working with the Deans to develop the schedule process.

Lori asked about the FT instructors and are we hiring. Dr. Taylor confirmed the open position and the order in which we will be hiring them. He wants to give new instructors ideally a semester lead time to prepare before walking into a classroom. Discussion was made regarding a Lab Assistant. Dr. Taylor said we will need to look at parameters and budget for a lab support person.

More discussion was held about who were on Shared Governance Teams and when specific teams were held. Dr. Taylor anticipates having a training review during the scheduled retreat. Cabinet decided it was best to move it back to 9/7/23 to talk about the vision for SHare Governance to clear up any questions- who's doing what. Three different sessions will be provided for this. Dr. Taylor encouraged everyone to review the Share Governance Manual for changes in process and to ask questions at the retreat. Dr. Teske noted some Shared Governance teams with faculty gaps. Some discussion took place on the different teams vacancies.

VII. Adjournment - 2:51p.m.
1st - Mandy Hannan
2nd - Dr. Shelby
All approved.

- **Important Dates:**
  - **September 5 - Assessment Day and ACUE Course Launch**
  - **October 5th – Pathways to Success Expo (Shawnee Experience; 11th and 12th graders)**
  - **February 22, 2024 – CTE Day (9th and 10th graders)**

ACUE Registration Link: