Academic Leadership Team Minutes
September 26, 2023

x	**Lori Armstrong**	x	**Dr. Kristin Shelby**	x	**Stacy Simpson, Guest**
x	**JoElla Basler**	x	**Kristy Stephenson**	x	**Dr. Darci Cather**
x	**Amanda Hannan**	x	**Rebecca Steinmetz**		
x	**Wendy Harris**	x	**Dr. Tim Taylor**		
x	**Dr. Ian Nicolaides**	x	**Dr. April Teske**		

1:00-3:00 p.m.

I. **Call to Order** at 1:05 by Dr. Taylor

II. **Approval of September 12, 2023 minutes** 1st - Kristy Stephenson, 2nd- Dr. Shelby

III. **Bookstore Adoption Process Review w/guest Stacy Simpson**

Dr. Taylor reminded everyone of the questions regarding the bookstore adoption process, which is why we brought in Stacy Simpson, Bookstore Manager, as a guest. Stacy presented the adoption process. Main points included: 1 month before registration, the adoption process starts on the bookstore website; faculty have two weeks to make their adoptions; books need to be online the day registration starts.
Discussion continued about out-of-print books and the time frame to find out when those books need to be reviewed. Stacy noted that rentals cannot be ordered online by students because they have to sign a contract in the bookstore. However, she is willing to work with those students who cannot make it in-person. Discussion about the bookstore website customization giving a warning label on those books for the students to see the books they can only get from the bookstore. Stacy can add notes to book descriptions, she will make notes of it there. Book information may need to be added to the Add/Drop/Change form for any required bookstore materials.
Discussion about backorder books and delivery issues.
Discussion about the book availability. Stacy identified she has scheduled communication issues. Also, she wasn't aware we were rebuilding dual credit and we

would be providing books for the dual credit sections. Stacy is requesting a list of dual credit courses, along with locations, including dropped and added classes.
Dr. Taylor asked Stacy about what we can do to service students and faculty. Book adoptions need to be sooner. When there is no lead instructor, she needs to know who will pick out the book. It was clarified that the Department Chair will do so. The Department Chair will reach out to some experienced in that field. The Rule of thumb is that books change every three years, however some will need to change every year. Some supplemental resources can change every year as well. The Bookstore emails these communications. Dr. Taylor suggested adding the book requirements to the online catalog tool. All agreed it would be better. Dr. Taylor wants to know the lead time Stacy needs. Stacy would like to order books in Mid-October. Ideally, if we could order books for the year it would be great. She would be able to order books in July for the year. Some classes use more than one text book, and some instructors don't use a textbook. Stacy wants to know the process for adjuncts receiving books. JoElla would like to develop an adjunct library for them to check out the book. Stacy volunteered to help the adjunct instructors get their book by providing them the information to request that book from the publisher.
Stacy will send a list of books that need to be updated.

IV. Kudos, Celebrations, and Sharing of Information

A. Cabinet Update

Mandy, unofficially, is celebrating that all the ADN students have passed their nursing exams.
JoElla met with Rob Lucas about incorporating VR into her classroom experience. They will be able to view the first 1,000 days of a baby's life and how they think. They will be rolling this out to students this week.
Lori is hoping for the Anatomage VR to be updated by Shawnee Experience Day.
Lori recognized Sheryl Ribbing for helping her in the lab on Saturday.
Drs. Taylor and Teske talked about accessibility. We need to make sure even online services include accessibility, including testing needs. Instructors are using other resources besides Moodle. Our Student Services office can't get into these other resources to get the information they need to help the students. Dr. Taylor added there are laws we have to comply with for accessibility. We need to keep in mind that we now have dual credit students on campus. If we have a complaint, Civil Rights could respond and we would have to respond to them within a time frame. This is not ready to be addressed, but we need to keep it in mind. Dr. Teske added that if instructors are using resources besides Moodle, the instructors need to work with Mindy Ashby or Rob Lucas to make sure they have the resources to work with the students. Dr. Cather added that ION has classes for faculty to go over for accessibility. Rob Lucas has trained faculty in the past.
Dr. Shelby was able to share program review highlights.
Lori is invited to attend a festival at Alto Vineyards with the snakes from the Biology Department.

V. 2024-2025 Catalog Review Process

A. **Review Course Change Form**

B. **Process to meet deadlines**

Course Master Sheet documents (attached) provided an issue with catalogs and course master list agreement. We need to determine which classes and programs need to be deactivated. We need to clean these up so they agree. Dr. Shelby presented a course list spreadsheet and process to make course corrections and updates. Dr. Taylor wants the deans and chairs to use this tool. We will use the ICCB file as the guide. Dr. Teske noted we can't rely on course description in Colleague, they have been found to be inaccurate. Therefore, we need to identify which course description is correct. Our IAI language needs to mirror the course list language. Dr. Teske noted that Etrieve holds a resource to view ICCIS changes of course.

Dr. Shelby presented a new course description format from Lewis and Clark Community College. She proposes we move to the formatting as this example. Specifically, these descriptions include IAI, PCS, lecture, lab, and offerings. We can get this information directly from the master. Dr. Teske would like the descriptions to be able to be transferable. The Academic Standards Team would need to approve these changes. The goal is make everything consistent with the intention to create an online version that is the most accurate. We want to keep printing to minimum, but the online version to be the most accurate. Any changes to the catalog that impact FY25 are due by December, otherwise, it will roll to the next FY year.

VI. Update on Scheduling

Dr. Taylor is using CROA data from the five years, using the last 3 years. He hopes to have a list by the end of the week. He wants to start training the Deans with Department Chairs on how to develop a schedule, along with creating a process and procedure. Dr. Taylor is curious why we are scheduling for Summer 2024 now. Dr. Cather said the recommendations come from Student Affairs. Dr. Taylor feels introducing the summer semester earlier in the spring would be more realistic.

VII. WIDS

Training Scheduled on 10/18. Kristy added there will be a pre-training on 10/13 with Dr. Muckler, Dr. Shelby, and Mandy. All standards should already be loaded for faculty training.

VIII. HCCTP update

Ten students started last week. They are already working on a project in Mounds City. As a part of the agreement, the students will be receiving pay for their expenses using a weekly participant reimbursement.

IX. Instructor Qualifications Verification

A. **Present new forms (attached)**

Dr. Taylor mentioned it was discovered some faculty were teaching courses not listed on their verification forms. This can be an issue with ICCB reviews. Drs.

Taylor and Cather will start drafting a procedure. Qualifications will need to be reviewed.

X. Review/Discuss Plagiarism Reporting Procedures

Dr. Taylor noted this is more a conversation with the Academics Standards Team. Students are using AI to generate papers. This needs to be taken to AST.

XI. Midterm Verification Process

Dr. Taylor wants everyone with Becky to get the Midterm Verification papers signed-off on. Becky will scan into Etrieve. Department Chairs need to sign-off adjunct forms. A procedure needs to be created going forward.

XII. Adjournment at 3:14 1st-Kristy, 2nd-Dr. Shelby

Important Dates to Remember:

- **October 5th – Pathways to Success Expo (Shawnee Experience; 11th and 12th graders)**
- **October 18th - WIDS Workshop**
- **February 22, 2024 – CTE Day (9th and 10th graders)**