Academic Leadership Team Minutes
October 10, 2023

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

1:00-3:00 p.m.

I. **Call to Order:** at 1:01 by Dr. Cather

II. **Approval of September 26, 2023 minutes**
After fixing the four typos, Motion to approve by JoElla, 2nd by Dr. Nicolaides. All Approved.

III. **Kudos, Celebrations, and Sharing of Information**
Lori shared the VR headsets were up and running for the Pathways to Success Career Expo, including the birthing simulation.
JoElla was able to use the VR headsets for the expo to demonstrate the first 1,000 days of a baby's life.

IV. **2024-2025 Catalog Review Process**
Dr. Cather shared the discrepancies in both electronic and printed catalog. AST made recommendations for courses to evaluate for this moving forward to give C&I a standard centering around a 5 year review process for inactive and withdrawing courses. Wendy verified that changes seen need to go to their appropriate dean. Dr. Cather confirmed that catalog changes need to be sent to C&I. Dr. Cather added that some of the changes are being addressed in AST. AST has considered listing all active courses and making separate sections for continuing education and adult education. Dr. Taylor confirmed he wanted the changes made by the deadline.

V. **Update on Scheduling**
Dr. Taylor has compiled all the recommendations for scheduling. He wants to use time zones, historical data, and pathway maps for scheduling. We will identify more

discrepancies during the process. Dr. Cather noted there is a rough draft in-progress on the drive that is accessible by chairs and deans. Discussion about zoning and deadlines will be coming with individual departments. The goal is to have a draft done by the end of the week to start fine-tuning next week. We are still on track to release by October 23. Dr. Taylor added he has given feedback to recommendations. The feedback is available out on the drive for the chairs to review. Dr. Taylor will have meetings with the chairs next week regarding courses we will be offering during the upcoming Spring semester.

VI. Update on Faculty Qualifications Verification

AST reviewed and approved the new form for faculty and dual credit instructors. The major differences are: graduate hours to be listed, verifiable work experience for CTE, courses approved to teach, and a justification box for denials. This will aid in ICCB reviews, as well as HLC. Currently, there is not a place for certifications to be listed. This may come in the future. Felicia is working with Jonathan to make this form electronic. As soon as that is done, we will be sending that out to reevaluate all faculty and dual credit instructors. This will aid in the upcoming ICCB 5 year review.

VII. Midterm Verification Process Update

Dr. Cather reviewed the handout form Institutional Effectiveness. Most procedures are for IE. Primary changes are that the deans will receive the forms and disperse them to the chairs. The chairs will work with the instructors to obtain the signatures correctly. No other marks can be on the form besides the signatures. Notification will need to be received for any changes and a new form will be generated for a signature only. The department chairs will ensure they are returned to IE. We will be returning to generating these forms at the midterm of each class, instead of each semester. Dr. Taylor would like for the process to be more streamlined for efficiency. The idea is to eventually go electronic. If chairs can supply a log of communication/attempts to achieve signatures and are unsuccessful, the chair can sign the form with attached communication log.

VIII. Faculty Evaluations

Evaluations will move from the spring to the fall. You will be asked to complete a self-evaluation and observation. Observation and evaluation tools will be send out to the department chairs. In the case that the chair cannot observe or evaluate faculty, you can choose someone else from that discipline to observe in your place. We need these done by the end of the semester.

IX. Adjournment at 2:36 p.m. Motion made by Lori Armstrong, 2nd by Wendy Harris. All Approved

Important Dates to Remember:

- **October 18th - WIDS Workshop**
- **February 22, 2024 – CTE Day (9th and 10th graders)**