Academic Leadership Team Minutes
November 14, 2023
1:00-3:00 p.m.

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

I. **Call to Order** by Dr. Cather at 1:03 p.m.

II. **Approval of October 24, 2023 minutes** Motion to accept as presented by Dr. Shelby, seconded by Mandy. All approved

III. **Kudos, Celebrations, and Sharing of Information**

Dr. Shelby thanked her chairs for their teamwork to complete classroom observations and evaluations.
Mandy mentioned the EMT and Nursing are collaborating to conduct a trauma scenario of an overturned hayride. EMT students will practice assessments and triage in the field, then transporting them in to the hospital for nursing students practice assessments and treatment. Wendy added Cosmetology was helping them with the special effects make-up for the event.
Lori's BIO 115 is helping with Tony's BIO 0111 upcoming dissection lab to help reinforce learning. Dr. Nicolaides felt ACUE is providing good material to reflect and apply to the classroom.
Dr. Cather spoke on Moodle looking different for cross-listed sections. The primary course will have an asterisk beside it. Moodle will open on November 27th. Going forward, Moodle will open eight weeks prior to the start of the semester. Some concern about what students see was addressed. Dr. Cather will double check what the students see with cross-listed courses.

A. Cabinet Updates

Dr. Cather talked on the NC Sara membership which has expired. She explained that NC Sara allows up to deliver our out-of-state clinicals. Our current students for Fall 23 are fine, however, we may need to look at making sure the Spring 24 students remain in-state until this is resolved. Dr. Cather is working with Dr. Teske in making an appeal with NC

Sara. Once the decision form NC Sara is made, Dr. Cather will communicate back to leadership for our next steps.
Dr. Taylor recognized everyone accomplishments to produce a schedule. He would like to invite everyone to the December Board of Trustees Meeting on December 14 so that he can recognize the team to the Board.

IV. Progress Reports:

A. Faculty Qualifications Verification

Dr Cather thank everyone for their attention and work on moving the qualifications to the new forms and verifying the information was correct for the upcoming ICCB Review. Dr. Shelby and Lori were having a meeting after ALT to continue their work. Dr. Cather mentioned she did have one in Humanities with an issue that further attention will be needed.

B. Midterm List Verification Completion

Becky provided the outstanding Midterm Verification List reports for Fall 2022, Spring 2023, and Fall 2023. She also presented the Blank Grades report for Fall 2023. Joella had questions about people on the lists. Joella brought to our attention she had one in her box, but didn't understand why it was returned. Becky went over the process that she follows when she receives a form back that needs further attention. Teale verified she was getting the ones for dual credit.
Lori added that Jennifer Watkins was waiting on a grading scale issue to be fixed so that she could enter grades for this semester. She was advised to contact IT and follow up with the help desk. Joella would like to double check these reports for accuracy. Dr. Teske checked Colleague for a certain section while we were in the meeting; she confirmed no grades had been saved in Colleague. Dr. Teske advised the team if someone is having difficulty saving grades, the instructor needed to reach out to IT to correct the problem.

C. Faculty Evaluations & Procedure

Dr. Cather asked for progress updates. Dr. Shelby said her departments were on track. The chairs added who was left to evaluate. Dr. Shelby added they were on the schedule to review. Kristy shared Wendy had complete most of their department. Mandy has worked with Dr. Nicolaides to complete their department.
Dr. Shelby did ask if their could be a different rotation schedule instead of having so many to do at one time. Dr. Cather agreed the schedule could be modified. Dr. Cather notified the Faculty Evaluation Process was being reviewed an Academic Standards Team and will soon be coming this team.

D. Catalog Updates

Dr. Cather reminded everyone all updates for the catalog were due at the end of the month. If you have catalog updates that need to go to C&I, they are due Thursday. There may be a special meeting on November 30 to make sure we meet the deadline. Dr. Shelby asked everyone to plan ahead for anything she needed to review due to her being

at a conference during that time.

V. Revised New Course Form/Course Change Form/Curriculum Guide Change Form

Dr. Shelby presented revised forms that were made with the suggestions from last month. She had Jessica present the forms and note the changes that were made and identified information that would be helpful when entering into Catalog, ICCIS and Colleague. She also reviewed the use of these form and received feedback. The team agreed the form captured the information necessary, it just needs to be more astatically pleasing.

VI. Course Fee List

Dr. Cather told the team course fees for FY25 will be due January 24th for the February Board of Trustees Meeting. We will need the fees list by the beginning of the spring semester.
Dr. Taylor suggests constructing with the Master Course list that is active for costing. They are looking at a new tuition model that is cost transparent and inclusive for students. The Board of Finance is looking into developing this. Dr. Taylor added trying to look at scholarships as well. These items will be apart of an inclusion plan with the primary objective to reduce equity gaps in the district.

VII. Summer Schedule

Dr. Cather is requesting the team start on the summer schedule. Chairs need to start sending their general recommendations to their deans by the end of the Fall semester. Dr. Shelby asked for an update on the new add/change/drop process. Dr. Cather explained going forward we need to the Add/Chane/Drop form for any changes, we will not be using the Scheduling Draft files from this point forward for Spring 24. After the deans and chairs approve, she will have the final approval. Becky will enter any changes. The VPAA office will be tracking the changes to the schedule. Dr. Taylor wants everyone to ensure how many sections are necessary moving forward by using that data. Any changes will require an explanation for the change.

VIII. Faculty Handbook

Dr. Cather noted some recommendations made in the AST meeting that she used to update the Faculty Handbook. Becky will be emailing that out to the team for review. She would like any recommendations as soon as possible. The handbook will be going to final vote in the AST meeting at the beginning of December.

IX. ICCB 5-year Self-Study Review

Dr. Cather explained we are going through the ICCB Self-study working through standards, catalog, discrepancies that exist. As moving through the process, questions may arise for individuals. Most pieces have been assigned through a Google Document that has been provided. She noted that even the supporting pieces are important to the review. The deadline for completion is December 1. This will give Dr. Teske time to review and put together the report by December 15. Dr. Cather asked Dr. Teske to clarify if we just needed links or the actual documents added to the appendix. Dr. Teske will

double check the ICCB verbiage for the requirements.
Dr. Taylor wants the team to start addressing the FY 26 Academic Calendar. We need the FY 26 calendar to start working with our academic partners. We will need this by the February Board of Trustees Meeting.

X. **Adjournment** by Lori, seconded by Mandy. All approved.

Important Dates to Remember:

- **January 4-5, 2024 – WIDS Consultant**
- **February 22, 2024 – CTE Day (9th and 10th graders)**