Academic Leadership Team Minutes
January 23, 2024
1:00-3:00 p.m.

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

I. **Call to Order** at 1:05 p.m.

II. **Approval of November 14, 2023 minutes** Motion to accept by Dr. Shelby, seconded by Mandy. All Approved.

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

A. Cabinet Updates

HLC Assurance Argument Approach. The focus is on the HLC Self-Study that is predicted to be due December 2024. Data has started to be collected because we use the data for the monitoring reports as well. Dr. Teske will be overseeing this process with the help of the HLC Steering Committee. The HLC Steering Committee is comprised of representation of the key areas that will be looked into during the self-study. Dr. Teske noted cataloging evidence could be difficult, however, plans have been set in place to identify and organize. Shared Governance teams will be utilized to help complete the self-study. Dr. Teske does recognize that the Academic Standards Team has a heavy load with this, but she is looking into other avenues to help relieve some of the load from AST.

Non-credit and credit courses. This is being looked into to capture non-credit courses on campus. ICCB recognizes events we hold to support the community. We haven't been utilizing this in the past, but it would be great to start now. We need to become sensitive to this to also recognize other events that may be credit worthy. JoElla gave an example that she presented our VR equipment to a Cobden High School instructor and how she uses it in the classroom. The CHS instructor would now like for us to give a presentation at the school. She will be working with Rob Lucas and potentially Alicia Farris to make this happen. This may be something we can capture. JoElla discussed how we have more innovative opportunities than some other the higher education institutions.

Dr. Shelby shared the new librarian, Amber Filbeck, is excellent resource. Amber put

together an excellent presentation for a recent psychology course to partner with an assignment JoElla had assigned. The students were very receptive and found the presentation very informative.
During a recent conference, JoElla mentioned some sites that are a great resource for her. The site is interactive. Dr. Teske and Mandy gave other site suggestions that great resources for students to learn.
Kristy is excited about the Parethiem Board. Kristy noted Alicia is available for instructional demonstrations for the departments. The board has awesome capabilities. Becky added in February Sheryl Ribbing has already booked the room for her chemistry course.
Lori announced the campus will be hosting the WYSE on February 8. Becky asked about room reservations needed. Lori will be getting back to me.
Lori announced PTK will be hosting a food drive at the John A Logan basketball games. When a donation is made, you will receive a free bag of popcorn. Women's game starts at 1, and the men's game starts at 3.
Dr. Nicolaides shared his concerns and experience with spring intersession courses. He was concerned with the number of courses a student is allowed to take during intersession and their success rate. A few of Dr. Nicolaides students weren't as successful as they should've been drawing his concern. Dr. Nicolaides inquired about the goal of the intersession course. Teale brought up how this affects their financial aid status. The variety of classes offered was good. Some students take one or two classes to be able to focus on other studies during the following semester. Dr. Taylor asked how the team felt about the marketing of these course. Collectively, the intersession courses could've been marketed better. We need to schedule these sooner. Dr. Taylor inquired if there was a draft policy for the number of credits a student can take. Executive Council did receive one, but they sent it back for a policy and procedure for advisors to advise students on the possible outcomes and use of GPA. Dr. Taylor suggested for scheduling to look out the success rates of online vs face-to-face for intersession courses.

IV. ICCTA 2024 Award Nominations

Dr. Taylor explained it was time to make a nomination to the ICCTA. It is customary the faculty submit a faculty for this award, and he would like to see an adjunct as well. Lori added there was a faculty meeting Wednesday and they would be voting then. She will submit that to Tina.

V. CBE Briefing

Dr. Muckler is aiming towards a 2025 implementation. They have completed about 80 competencies. His goal is to complete by May 2024. Dr. Muckler explained his activities and deadlines to make this work. Dr. Taylor asked Dr. Muckler what he needed to be successful. Dr. Taylor asked about the CTE program outcomes completion, all the CTE program outcomes are done. More discussion understanding the CBE competencies occurred. Dr. Shelby explained to Dr. Muckler he needed to go through the ALO when communicating with HLC.

VI. FY24 ICCB Program Review Updates

Dr. Shelby had sent an email Friday the 19th to those working on program reviews. She

pointed out something new; we have a manual that includes the schedule and timeline. April 1 is the deadline to submit to the deans and directors; May 1 is the deadline to submit to the VPAA; September 1 is the final submission to ICCB.

VII. CQI Reminder

In January, CQIs need reviewed. Budget requests for FY25 need to be reviewed and this is last opportunity before the budget process starts in February.

VIII. Schedules

A. Scheduling Debriefing

Dr. Taylor shared with the team the findings during the scheduling debriefing with Student Services. The new process did not impact enrollment. He summarized what worked well and what did not work well.
The extension centers enjoyed having the dual credit students on campus. Intersession variety was good.
Advisors recommend having more MWF classes that TTH. Dr. Teske added the advisors were having a hard time making a schedule fit due to conflicts of classes. Advisors recommend changing the evening zone to start at 5:30. JoElla noted that employers in the area have a general idea when classes are offered and try to work around that. Lori felt the time zones were difficult to schedule. Dr. Shelby added the larger credit courses with labs were hard to schedule. Dr. Taylor is willing to help with the scheduling and noted that the labs could start at a different time. JoElla inquired about the benefits of the time zones. Dr. Taylor explained this helps to prevent overlapping sections. Dr. Taylor explained most of the CTE programs were scheduled using the Immersion model to help with the offering of OSHA. This semester wasn't executed well, but foresees it being a more smoother scheduling process in the future. He suggests scheduling gen eds first, then CTE around them.
Dr. Teske explained she demonstrated some features to Jeff to help student services with advising and degree planning, which will help us with scheduling. Dr. Taylor explained the cancellation process was a nightmare. One of the teams has started on the procedures for class cancellation to start reviewing these classes sooner. JoElla was concerned with process to add sections as well. It seems to take a long time to get signatures and entered into Colleague.
The advisors were also concerned about ITV courses. Dr. Taylor wants the team to be more intentional scheduling ITV. Dr. Teske added we can use zoom in place of polycom for ITV. Extension centers would like more gen eds. Massac would like to see a BIO class since they have a biology lab. Advisors would like to see more IT, business, and education classes.
Lori had questions about when the registration date is and when the schedule goes live. Becky will get with Student Services to see if those dates had been set previously or if this is an Academic Affairs date.

B. Enrollment vs Capacity Report

JoElla and Lori are concerned about the enrollment reports matching the online course offerings. The problem seems to lie in courses that are cross listed. Discussion about the

reports and way to read the online offerings. Dr. Teske will look into the reports matching to the online course offerings. JoElla is having trouble with separate course rosters in self-service. Dr. Nicolaides said he had a student missing from Moodle. It was explained that is something Rob Lucas will have to fix.

C. Summer

D. Fall

IX. Adjournment at 3:22 p.m. a motion was made by Lori, seconded by Dr. Nicolaides. All approved.

Important Dates to Remember:

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