Academic Leadership Team Meeting
January 10, 2023
Minutes

Present: Dr. Darci Cather, Dr. Kristin Shelby, Lori Armstrong, JoElla Basler, Lydia Dover, Jessica Edwards, Amanda Hannan, Kayla Sauerbrunn, Ruth Smith, Kristy Stephenson, Felicia Rouse, Teale Betts, Dr. April Teske, Gabriel Nuokye.

I. Call to Order at 1:05 pm by Dr. Darci Cather.

II. Approval of the Minutes from November 15, 2022.
Dr. Kristin Shelby made a motion for approval of the minutes with a second from Teale Betts. All voted in favor and the motion carried.

III. Welcome to Kristy Stephenson

IV. Kudos and Celebrations
A. Convocation with Paul Hernandez
B. Phlebotomy Certification
C. Jessica Edwards has been a great addition for the Academic Affair department.
D. Gabriel Nuokye is now a part of SCC.

V. LightCast Demonstration (Dr. Teske)
This is a new rebrand analyst program that's been improved and used for program approval and review. There will be new report that should be used. It's available and possibly be on the FY24 Budget. There is a lot of data that can be received and used based on occupation, living wages, location, colleges/universities, classes, countries compared to the USA which can be adjusted according the information that's needed. For the report to be accurate the classes must align with the SIP code. The site also creates professional reports that could be used for meeting, presentations, marketing and etc. We are already what they offer but could be using more of what LightCast offers. Dr. Teske is the only one with access so if anyone needed access, they need to go to her.

VI. Help Desk Discussion (Dr. Teske)
If they are submitted then they can also get updates and it'll help the reports. If Dr. April Teske is not available then Gabriel Nuokye will be there for support.

VII. CROA Dashboard (Dr. Teske)

Recurring reports that are not needed we should be sending a Help Desk for them to be removed. Information is needed on report analysis on the purpose of the reports. There will be a meeting with the departments head on what's needed versus what's not needed. Information in Colleague goes to CROA. There should be a note with a path so that Dr. April Teske knows who doesn't want what report.

VIII. ILCCO Classes (Lori)
Students are taking classes from us through this site. Our classes on the site needs to be updated. There will be a discussion on how we would track student success rates for data.

IX. Program Review Timeline (attached; Dr. Shelby)
Dr. Kristin Shelby reminded others about the completion of the review. The final draft from faculty should be sent to the deans by March 1st and then it'll be sent to Dr. Darci Cather on April 1st. Dr. Kristin Shelby will send a help desk for a list of course descriptions and information will be shared on articulation agreements.

X. FY24 Budget Template and Timeline
Will be entered into Colleague soon so Deans/Faculty will receive information regarding budgets. Items that are needed/wanted should be on the budget request form and CQI. Rob Lucas is preparing a proposal with the information from Faculty. Some purchases can be made through Perkins along with additional budgeting lines for those who need them. There should be a building process through the adjunct, office supplies, and more. Everything needs to be captured. Budget requests/templates completed by February 22nd

XI. Schedule Creation
There will be a collaboration for the Deans and the Chairs. The Deans must submit the proposed fall schedule by January 20, 2023.

XII. Faculty/Staff Evaluations & Tenure Recommendations
This is an observation and can be used to form the evaluation as a suggestion. Complete the full-time non-tenure faculty in a few weeks and then recommend it by the 1st of February.

XIII. Other Business/Questions?
Office hours are being entered into Colleague and there are more courses being approved for articulations and ICCB.

XIV. Adjournment
Lori Armstrong made a motion to adjourn the meeting with a second by Teale Betts. All voted in favor and the motion carried at 3:16 pm.

Next Meetings:

- February 14th; 1-3 pm