Academic Leadership Team Minutes
February 13, 2024
1:00-3:00 p.m.

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

I. **Call to Order** at 1:07 by Dr. Teske

II. **Approval of January 23, 2024 minutes** Motion to approve with spelling correction to "intersession" was made by Dr. Shelby, seconded by JoElla. All Approved.

III. **Kudos and Celebrations**

JoElla recognized Rob Lucas for working with an area dual credit instructor to demonstrate the VR equipment.
Lori recognized Sheryl Ribbing for her efforts with the recent ACES academic competition. Johnson County took top spot. The winner moves on to the sectional competition.

IV. **Updates**

A. Cabinet

Mindy Ashby is working with Kevin on Eclipse Extravaganza: Shawnee Skywatch event planning. Lori would to see a shirt for the day and inquired about the class schedules for the day. Dr. Taylor explained classes would be on regular schedule that day, however, he would be alright with taking class outside to watch it.
Dr. Teske let everyone know the budget is open. She is working with Chris, VPAS, to extend the deadline for the Deans since their schedules are due at the same time.
Cabinet is in discussion about a Sexual Misconduct Survey that is mandated by the State of Illinois. The survey is optional; however, it uses very explicit language and can be triggering. For the safety of the students, multiple warnings are being placed at the beginning of the survey in written and verbal/video form.
Dr. Taylor is recommending the Board of Trustees keep the tuition and general fees the same for now. Efforts are being used to look into additional scholarship opportunities and other cost-saving tuition opportunities. Course and lab fees will be taken to the BoT

as recommended by the Deans and Department Chairs. Tenured and non-tenured faculty will be taken to this BoT this meeting for reemployment. Other items of interest going to the BoT: new boiler/chiller system for Massac and flatbed trailer earmarked from Senator Dick Durbin.

B. CBE and WIDS

Dr. Muckler explained that WIDS has two components: curriculum management software and competency design. Weave, Simple Syllabus, and WIDS have overlapping software. Dr. Muckler, Dr. Teske, and Mike McNally are reviewing the software systems to determine which is most effective.
All CTE programs are designed except HVAC.
Dr. Taylor and Dr. Teske would like to see the language defined to align with WIDS and CQIs. Discussion about how important for everyone to be speaking the same language to be effective. Further discussion about how WIDS and articulations relate to one another.

C. Dual Credit

Teale has been working with area high schools for scheduling and setting up Parent Night events and opportunities. We are still waiting on all types of dual credit requests from a few of the area high schools.

V. ICCTA 2024 Award Nominations

The Association needs to submit the nominations to Dr. Teske by March 3, because they will need to be presented to the BoT by the March 15 meeting. Dr. Teske will communicate with Jesse, the Association President, for the nominations.

VI. Scheduling Update – Fall and Summer

Dr. Teske asked the Deans have completed their schedule to notify Becky. Becky will be compiling their schedules into one master file. We will PDF the entire schedule and sent to student affairs for review. On February 27, the team will meet to reconcile any discrepancies before entering in Colleague.

Department Chairs requested some Colleague training. Dr. Teske wants to start a "Screen of the Day or Meeting" training to help everyone learn the screens in Colleague. She has requested everyone to send a list of screens they would like featured to Becky for her to compile a list to Dr. Teske.

VII. Type D Dual Credit Menu Options

Dr. Teske would like to make a list of courses we know we will offer to the high schools while letting them still request other courses as well. Discussion about the importance and the role the Early College/Dual Credit agreements will help schools and us with scheduling.

VIII. Adjournment

Adjournment at 2:53 Motion was made by Teale, seconded by Dr. Shelby. All approved.

Important Dates to Remember:

- **February 22, 2024 – CTE Day (9th and 10th graders)**
- **April 3, 2024 – Career and College Fair**
- **April 8, 2024 – Eclipse Extravaganza: Shawnee Skywatch**