Academic Leadership Team Minutes
March 26, 2024
1:00-3:00 p.m.

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

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

II. **Approval of March 12, 2024 minutes** A motion to accept the minutes as presented was made by Dr. Muckler, seconded by Teale.

III. Kudos and Celebrations

WSIL is covering a grant we received. The interviewed with Kyle about the welding program. Dr. Nicolaides noted there are 27 OTA letters of interest. OTA faculty members were approved. Teale an Dr. Teske attended Anna Jonesboro High School Parent Night last night. Approximately 25 people were spoken with. Dr. Shelby will be the new Women's Basketball Coach pending official approval. Several applications have been received for the Business Faculty. Physics faculty has been posted. Enrollment is up by 176 from this time last year for Summer and Fall. Sports Management will be coming on the schedule since we received an applicant. Lori inquired about FT Faculty workload sheets. Dr. Teske apologized, we will get those out. The Workload Cost Calculator is being updated. It was probably a new process and step was left out.

IV. Updates

A. Cabinet

Capital Projects was talked about. See below for conversation with team.

B. CBE-Welding and WIDS- Mapping

Dr. Muckler feels the visit to Lewis and Clark went very well, it was impressive. The team saw how CBE works with academic calendar and terms. Things were a lot more simplified than expected. Dr. Muckler met with Jeff to inform Jeff about the program and student effectiveness. Dr. Muckler will be making a spreadsheet to help support the advisors. He is waiting on Kyle and WIDS for information.

C. Dual Credit

Teale has done two parent nights so far. She has been working with the are high schools about offering MAT 121 and Health 114. She is working on qualifications definitions to find qualified teachers in the high schools for these new courses. Dr. Teske would like to see a CBE for MAT 121. Further conversations are needed.

V. Textbook Forms

Becky inquired about keeping up the textbook forms turned in. Becky has started a log to keep up with forms that are being turned in. Becky is going to compare to the schedule/catalog to see if we have everything. She will then back out to the chairs and deans for anything missing.

VI. Fall Convocation Planning

We plan on still having the Dual Credit/Adjunct Orientation that evening. Topics during convocation suggestions– WIDS update. Dr. Teske asked about the timeframe we have. Lori explained the second day was supposed to be department meetings and dept professional development and prepping. Dr. Teske would like to see some old agendas from faculty when they felt it was great year of convocation. She inquired about recommended guest speakers-educational, motivational? Dr. Nicolaides suggested an ACUE speaker. Dr. Teske knows someone through the Chair Academy she recommends with a HR background that's fun and energetic. Dr. Shelby suggested providing an HLC progress update. Dr. Teske wants to make sure to include Student Affairs (SA) and Administrative Services (AS), but is looking for suggestions as to how long SA and AS wants to be there. Unfortunately, they stopped meeting together and want to include those areas.

VII. Faculty Appreciation/ACUE Celebration

Dr. Teske needs to know what's happening May 6-10 so she doesn't miss something she needs to attend. She just wants the opportunity to attend, but not to necessarily speak. Faculty Appreciation week is that week. She thought about combining the Faculty Appreciation with ACUE celebration about 3:30/4 in the K-Atrium with finger foods, hors d'oeuvres, desserts, music, mingling, and stage set up. We could recognize retirees again, Jo Ella, and give ACUE participants an opportunity to share their experiences from ACUE. Lori feels like finals week is not a good time for attendance. Look at the week before, 4/29 week would be better. Chairs were okay with the reception idea and agenda. Faculty Retiree Celebration needs to be scheduled in the afternoon with cake, punch, give the retiree the opportunity to invite people. Dr. Teske will talk to them to see what they want. If we do invite family, we need to take them into consideration Craig Bradley's wife is a teacher. Discussion about the April 17 Annual Employee Appreciation Picnic.

VIII. Thursdays @ 3

Just a reminder to try to attend. Encourage faculty to try to attend.

IX. Faculty Qualifications Clean Up

Dr. Teske has a meeting with Tricia from ICCB to clear some things up. She will be clarifying the definition of qualifications pertaining to course prefixes to qualify teachers to teach these courses. There individual faculty review forms. Some are completed, some are incomplete. Communications were not consistent between individuals. If someone gets denied, we need to

put why they are denied. Even on the adjuncts this needs to completed. We need to be able to go in a find out why they can't teach these classes.

X. Lead Instructor Duties (adjunct and dual credit)

Just a reminder to revisit their duties as a lead instructor during faculty meetings.

XI. AY24 Spend Downs and Budget Mods

Spend your money sooner than later to show you need the monies for your programs. Complete some budget mods to appropriate pots if necessary.

XII. Capital Projects (over $5,000) for FY25

Chris wants the capital projects we want funded (even those with grant funds) by this Friday with amounts and justifications. Capital projects are projects over $5,000 – think bundled even. (ie multiple Promethean Boards) Chris has been instructed to list all capital projects separately to allow him to work with the board to prioritize. Chairs need to submit to their deans.

XIII. Colleague "Screen of the Meeting" – CRSE Move to next meeting tabled

XIV. Adjournment @ 2:58 A motion was made by Mandy to adjourn, seconded by Dr. Shelby

Important Dates to Remember:

- **April- Community College Month**
- **April 3, 2024 – Career and College Fair**
- **April 8, 2024 – Eclipse Extravaganza: Shawnee Skywatch**
- **May 10-Commencement**