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

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

I. Call to Order

II. Approval of April 9, 2024 minutes
A motion to accept the minutes as presented was made by Teale and seconded by Dr. Nicolaides. All approved

III. Kudos and Celebrations
We will meet once a month in the summer. We need to make sure we have convocation needs.
ACUE completions are up to 21 so far. There are two really close to finishing. This week is the finish up week, Lori feels like we should have 23 finish ACUE. Dr. Teske followed up with Lori for any volunteers to present what they learned/experienced. Dr. Nicolaides will present and we should have a few others.
Summer Phlebotomy is popular. The seat cap has been bumped from 10 to 15. Lori noted a BIO course had to be bumped from 16 to 20. VHS has requested some courses for their students to create the pathway for students to dive right into nursing.
Lori has received her Promethean Panel. She has started using it and wants to do some professional development to learn all of capabilities.
Mandy is admitting 46 PN's with 3 or 4 will be part time. Enrollment is so high that we will need another nursing instructor. Dr. Teske and Teale followed up with there has been a lot of interest from parent nights at the high schools for nursing. Mandy noted the pt students are practicing LPN's that need some SCC courses to meet the requirements for the program.
Mandy announced SCC is entering an agreement with Grand Canyon University for our high-performing ADN students to enter into a BSN concurrently with our ADN program beginning as early as this fall with the BSN portion being fully online.

IV. Updates

A. **Cabinet** Dr. Teske gave the update the cabinet discovered the college has five different calendars within the college. They are working on consolidating the calendars. Dr. Teske encouraged the team to make sure to use the facility events to get on the calendar and collecting data on the type of events we are hosting.
B. **CBE-Welding and WIDS- Mapping** – Dr. Muckler is working on program approvals.
C. **Dual Credit –** Teale reminded everyone that traditional high school dual credit will be

put on the schedule in August. Lori asked about chair and lead instructor roles. Teale will assign like we did last year. Dr. Teske and Lori wants ready at the Dual Credit/Adjunct Orientation. Teale assured they will be ready by orientation. Dr. Teske would like to talk about dual credit lead faculty and their roles at the next meeting.

V. Midterm Class List Forms and Process

Sabrina and Danielle were guests. Dr. Teske put together a committee met took fb on the Midterm Process. The team was to clarify the language and to refine the form to be less confusing. She asked Sabrina and Danielle to come to share with the team what we have, because we would like to present this at convocation. Sabrina noted several things have changed over the last couple of years, none of it has worked well. The team has tried to identify what did and did not work. Sabrina is now sending the midterms out. Becky is following up. Becky is receiving the midterm, reviewing them, and then giving them to Sabrina. We looked at the policy as to what it says about drops. Dr. Teske gave everyone an opportunity to see examples of the differences in the two forms that Sabrina provided. The old form says "not actively pursuing at midterm". Policy says it's up to the student to drop at midterm. "Has the student indicated they have withdrawn from the course. If yes, please indicate the date." Lori is concerned advisors and students don't communicate the student has dropped. Dr. Teske and Sabrina explained if they have dropped with their advisor, they shouldn't be on the sheet. Dr. Teske went on to explain why the language was changed and why/how we defined the process in accordance with ICCB and our policies. The need to clarify drop and withdraw status' and when they appear on the Midterm Class List on the procedures was identified. Dr. Teske and Sabrina explained why/how they are so important for reimbursement purposes.

VI. Faculty Qualifications Roster

Dr. Teske and Becky presented the Faculty Roster Spreadsheet and how the qualifications are entered into Colleague in FCTY screen. They explained how it will effect assigning instructors in courses.

VII. Offers to Teach

Dr. Teske and Becky went over the Offer to Teach form and what the process is going to be. There were concerns about the language of adjunct vs part-time. The form was updated to address these concerns.

VIII. Position Updates

A. FT Faculty: business, psychology, physical science

1. Interviews will be beginning soon

B. Staff: Director of Workforce Development, CTE Admin Assistant

1. Director of Workforce Development – Melissa Luttenbacher
2. CTE Adm Asst – waiting on offer

C. SBDC

1. There will be a meeting about this position.

IX. Convocation Speaker and Theme- see handout

Dr. Teske has found a presenter, Dr. Kelly Stewart. She done an Energy Bus training at the college recently. She is available and will cost $1,000 for an hour. Dr. Teske wants to do a Baseball theme for convocation. Lori wants baseball shirts, Dr. Teske confirmed that was the plan. Dr. Teske is planning to do stadium-themed food: hot dogs, loaded nachos, popcorn. She wants to know from the team which session on the handout the team would like to see presented. 5 Factors for Success and You Can Control Them All was suggested by Dr. Teske and was liked by the team, in addition, Teale thought that Growth Mindset would be a good backup.

X. Online Course Development Form- see handout

Dr. Teske presented the form with previous recommended changes. She updated the language and cleaned it up. Continued discussion about the form and more modifications were made related to the syllabus and new course/existing course.

XI. Colleague "Screen of the Meeting" – CRSE tabled

XII. Adjournment A motion was made to adjourn by Lori and seconded by Kristy. All approved.

Important Dates to Remember:

- **April- Community College Month**
- **April 24 – Administrative Assistants Day, Poetry Slam 1-2**
- **April 30-May 1- Derby Days, Advisory Councils (Ag, CJ, Auto)**
- **May 1 - Retirement Celebration for Craig and Tony 2-4**
- **May 2 - Faculty/ACUE Celebration 3:30-5**
- **May 3- DUE DATE for CI Items**
- **May 6- Advisory Council (COS)**
- **May 8 – LAST CI Meeting**
- **May 9 – LPN Pinning 6-8:30**
- **May 10 - Commencement**
- **May 13 – HCCTP Graduation 1-3**
- **May 16- Advisory Council (TDR)**
- **May 20 – Adult Ed Ceremony 5-6:30**