Academic Leadership Team Agenda
April 9, 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**		**Rebecca Steinmetz**		**Dr. Dane Muckler**
x	**Wendy Harris**	x	**Dr. Ian Nicolaides**	x	**Dr. Taylor**

I. **Call to Order**

II. **Dreamscape Presentation 1:00-2:45**

Chris Huff from Dreamscape presented the VR programs including the BIO courses and the immersion software and discussed general pricing. After the presentation, Dr. Taylor discussed his vision for our future which is based on where the higher education landscape is going. *Listen to his podcast series for an in-depth understanding of the research he has done related to this. We are on the precipice of disruptive change. We have an opportunity now to get into this and perhaps be part of the creation of curriculum. If so, we would receive royalties which could prove to be lucrative. Dr. Taylor is willing to move us in this direction if we are willing to move along with him. The leadership team showed excitement and shared what we are already doing with VR in our courses. We would like to visit ASU to see it "live" and to explore the success they have with their developmental education programming, as well. We have $5000 in ASPIRE (developmental education grant) that we can use for the trip as long as we spend it before June 30, even if the trip is after that. Dr. Taylor hopes to speak with ASU's President Crawford at HLC this weekend.

III. **Textbook Clarifications 2:45-3:00**

Mandee attended and clarified the terms the bookstore uses when emailing faculty for clarification. Handout on next page.

SCC Bookstore Info Update

1. **New Edition Pending** – A new edition is pending approval and may be available in the near future.

2. **New Edition Available** – A new edition has been approved and is available for purchase.

3. **Out of Date Edition –** Book content may no longer accurately reflect current knowledge, practices, or standards. A book is usually considered "out of date" after 3-4 years. Book is still currently available, but quantity may be limited.

4. **Out of Print Edition** – Book is no longer being produced or sold by the publisher.

Due to issues that have occurred in the past regarding availability of textbooks, faculty was asked to complete "Textbook Documentation Forms" for the upcoming summer and fall semester. This allows us, the bookstore staff, to "start over" with a baseline for every course. These forms will also allow us the ability to have accurate information for textbook ordering in a timely fashion. Once the baseline is created, we hope to have the MBS Book Adoption process open online for Spring 2025.

Once book information is received and clarified (if necessary), it will be uploaded into the book system and available for viewing on the bookstore website: https://bookstore.shawneecc.edu/home. Please double check your posted course materials and let us know as soon as possible if something is incorrect.

The bookstore staff would like to thank you for your time and patience as we navigate through the current paper process. Although there may be times when we need to ask for clarification or relay new information, please know that we are not trying to make this process any more difficult than it has to be. We just want to make sure that your department and our department are on the same page so that we can best serve our students.

Please feel free to reach out at any time by phone, email, or face-to-face if you have questions or concerns.

Thank you,

Mandee, Sumer, & Luther
SCC Bookstore Staff

IV. Faculty Qualifications 3:00-3:30

Felicia attended to assist with clarifications needed in the draft Faculty Qualifications Procedure that has already been through AST, Academic Affairs Council, and Executive Council. Executive Council asked for some definitions of the "educational/ICCB" terminology. Dr. Teske will put those in before it goes back to AAC next week. We made further clarifications and talked through the process in depth. We still need to meet with HR to determine how/who will input the qualifications into Colleague.

V. Resources: Policy/Procedure Webpage

Dr. Teske showed the Administrative Policy webpage and how to find our approved policies and procedures. She asked they pass this along to their faculty and get into the practice of consulting this page to ensure consistency in our processes. She will show this at the faculty meeting on Thursday.

VI. Travel Reimbursement Procedures (within 30 days)

The CBA allows for reimbursement of any mileage over and above the round-trip mileage from the faculty member's residence to main campus or primary assignment location. However, our mileage reimbursement procedures state that we must request that reimbursement within 30 days of the travel. Dr. Teske just received one for the entire semester. She approved this one, but she asks that they clarify with their faculty that we cannot approve them going forward if they are outside the 30 days. She will also announce this at the faculty meeting Thursday.

VII. Other Business

Reminder- Deadline for ACUE is April 21.

VIII. Adjournment

1st- Teale; 2nd- Lori. All in favor. Adjourned at 3:30.

Important Dates to Remember:

- **April- Community College Month**
- **April 17 – Employee Appreciation Picnic (11-2)**
- **April 24 – Administrative Assistants Day**
- **May 1 - Retirement Celebration for Craig and Tony**
- **Faculty/ACUE Celebration**
- **May 10-Commencement**