Academic Leadership Team Minutes
June 11, 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**		

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

II. **Approve April Minutes (No May Meeting)** A motion was made by Lori to accept the minutes with the corrections noted, and seconded by Wendy.

III. **Job Description Activity**

Dr. Teske had deans review the chairs job descriptions, chairs were to review deans job descriptions. Teal and Dr. Muckler were to scan their own job description. Activity and discussion about notable items within each job descriptions, including duties and how they overlapped to work together.

IV. **Convocation**

A. **August 8- PROMOTE being ON TIME in the morning and for LEADS/MENTORS (but anyone is welcome) to attend the DC/ADJ Orientation**

B. **August 9- What is typically done on this day? Can I book a couple hours for some trainings?**

Dr. Teske discussed convocation schedule and events planned for Aug 8. Dr. Teske requests chairs to help with getting full-time faculty to stay and help for the DC/ADJ Orientation. She asked for 10:30 -11:30 activity input -in that hour what are topics that need to be covered? Training, reminders? Suggestions: Midterm Classlist Form, the process for buying something, Important Dates, Grade Definitions, college project notifications, ground breaking for Anna OTA, security introductions. Department meetings and office hours…What does that look like? Dr. Teske would like to be a part of those if she can. Chairs expressed that part of that time is also for the SCEA to meet. Dr. Teske asked what does happen that day 8/9? Usually, department chairs did their own things with their departments. Dr. Teske suggested to move department meetings to 8/9 AM, giving back the 1-3 PM to do a SCEA meeting. That would allow any issues be given to VPAA to work on Friday afternoon to resolve. Lori mentioned we have 3-4 new faculty that will need to be worked with and setup. We will provide faculty/Academic Affairs lunch on Friday, 8/9, about 50 people from Connie's in L Atrium.

Could Dr. Teske at minimum meet with dual credit mentors to go over the tool we are using and the intention of the tool and the dual credit progress report to understand what the expectation is and what it is we are there to observe? Lori asked if we need to change the form? Dr. Teske is open to changing the form, but we can use it one more year. JoElla made some suggestions on the strengths and weaknesses. Lori suggests using a checklist and make a box for comments. Dr. Nicolaides notices the biggest difference is the percentages of testing and assignments in the dual credit grading. Discussion on the grading scale process. We need to evaluate the gradebook, the rigor of the class…dual credit courses are our classes since we transcript those grades. Discussion how these classes should be observed. Teale is concerned about the communication aspect. Some instructors are assigned so many they can't get to them all. Lori inquired about how the observations could be completed - zoom or in-person only. Dr. Teske and Teale were in agreement that in-person is preferred. Lori has concerns that the number of dual credit is growing, but the number of SCC faculty for lead instructors can't keep up.

V. ASU Trip Attendees

SCC team visiting ASU for Dreamscape is Dr. Taylor, Dale Fowler (maybe), Lori, Dr. Nicolaides, Wendy, and Deans. The itinerary: 7/15 flying in; 7/16, 9a-1p visit; 7/16 flying home. Deans will be flying to GCU for concurrent bachelorette programs with GCU. These will be considered Non-Instructional Days for chairs.

VI. OER- committee?

Recommend some faculty to work on a committee with the library, bookstore, and Brandy. This will not be to hinder using OER, but to promote it. After discussion, in department meetings talk about what it is and the accessibility.

VII. Scantron System- committee?

Science and Math departments are the one's who are utilizing the Scantron. Dwayne has performed an update and the machine is working better. Dwayne has asked the faculty that use the machine to start looking at other machines since our machine will eventually be too outdated.

VIII. Kudos, Other

PTK received the most distinguished award, kept our status, and received two student awards.

Is Smores we can share or it is individual?

JoElla would like to see a staff of the year award. We do have NISOD for the staff of the year. She thought it would be great for others.

Online math classes to implement proctoring. Lori was curious about what should have happened? Discussion about the limitations of Proctorio, a live proctor, and appointments with the testing center.

See how many high school were in enrolled in ENG 111/112 and all LIT last summer semester vs this summer semester.

IX. Adjournment at 3:14 p.m.