Academic Leadership Team Minutes
August 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	**Melissa Luttenbacher**
	Ginger Harner				

I. **Call to Order** at 1:03 p.m.

II. **Approve July Minutes**

A motion to accept July minutes was made by Dr. Nicolaides and seconded by Dr. Shelby.

III. Guest: Rob Lucas

A. Simple Syllabus

The order of approvals process was discussed. Rob explained once course is created, lead instructor edits and submits a master syllabus; goes to Deans for approval and publish; section instructor is able to edit to individualize their section. Rob will need to be informed of the lead instructors so he can assign them in Simple Syllabus. A reminder will be put on the Academic Calendar to inform Rob of the Lead Instructors ever semester and by adding a column on the scheduling spreadsheet and send to Rob as well. A training will need to be provided to deans, chairs, and lead instructors.

IV. Calendar- Schedule, Catalog Updates, CQI/Budget, Equipment Lists

Dr. Teske provided a calendar through the end of the year of tasks that will need to be completed. She went over the outcomes of the Dean's meeting.

Catalog changes need to be to Jessica before the end of November. Jessica needs to give those Jackie by Dec 2. We need start reviewing now in case something needs to go to C&I or ICCB, etc. We need to minimize the amount of addendums to the catalog.

Three-year equipment list need to finalized by Nov 8th. Equipment is a single-form of $5,000 or more with a life of 2 years or more. Things to think about are longevity and maintenance.

CQI and budgets, except for regular odds/ends, be able to justify against strategic plan or CQI

initiatives, including a staff/faculty position requests.

V. Faculty Evaluations- Forms

The provided Operating Standard came out of the Faculty Handbook and Policy Manual, while dual credit was added to make one operating standard. Discussion clarifying the language used and the process for who is responsible for which part and how the forms are utilized and due dates for evaluations.

VI. Spring Schedule

Dwayne showed Dr. Teske the new polycom room at the Anna center. The camera follows the instructor and there are two screens on each end of the room. Main campus has a room like this as well. IT would like to give it a test run with a late start if possible.

By August 26th the schedule needs to be entered into the spreadsheet for Deans to review. Intersession needs to be entered asap to get those in Colleague for students. Dr. Teske will reach out to Lindsay for courses requested for the centers to give to the chairs for scheduling.

We are aware of textbook issues again. We will be meeting tomorrow about dual credit billing, but we bring up the textbook issues at that time. That process needs to be tightened up.

VII. Adjournment

A motion to adjourn at 2:57 p.m. was made by Lori and seconded by Dr. Muckler.