Academic Leadership Team Minutes
July 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**	X	**Rebecca Steinmetz**	X	**Dr. Dane Muckler**
X	**Wendy Harris**	x	**Dr. Ian Nicolaides**		

I. **Call to Order** at 1:00 p.m.

II. **ACUE AI Presentation**
Dr. Teske welcomed Aaron Bolton, ACUE Representative, for the ACUE AI Presentation. He presented ACUE options for future instructors that want to take the Effective Teaching Practices Certification and new options that ACUE is now offering, including the Learning Lab and Commons platform. AI courses are in the ACUE Commons platform. After the presentation, conversation about funding. The team brainstormed ideas for funding. Discussion about finding other AI educational sources for instructors.

III. **Approve June Minutes**
With entry update under Scantron, a motion was made to accept by Lori and seconded by Mandy. All approved

IV. **Convocation Agenda Review**
Lori suggested updating the DC Lead instructor section for Convocation. DC/ADJ Orientation department meeting sections need updated. Dr Teske wants to attend regular department meetings on 8/9.

V. **Dual Credit Progress Report Form Review**
Teale presented the updated Dual Credit Progress Report form. Dr. Teske requested critical feedback about the updated report. Dr. Teske and Teale made changes to the form with consideration from the Dual Credit Quality Act. JoElla requested the form be fillable document. Dr. Shelby asked about "Student work samples" are reviewed by whom? Dr. Teske clarified by the person completing this form. JoElla asked about the textbook editions using the classrooms may be using. Dr. Teske says to use your judgement. For example, if it's pretty close, then just note it. If not, then recommend updating the textbook. Teale is working with the high school to make sure the textbooks are up-to-date, yet feasible for the high school in accordance with the MPA/DC Quality Act. Lori suggests adding "lab manuals." Dr. Teske gave additional wording to be added for lab

manuals under the lab equipment/supplies line. Changes were made to update the language in the "Footnote" section. Lori has questions about the outcome of a below-par observations. Dr. Teske explained the results of observation, turn in the form, go back and do another observation to ensure the quality, inform the HS Pathways Coordinator and leave that conversation to the Dean and VPAA. Suggestions were made to the General Observation Guide. Dr. Teske displayed the new high school agreements, and they will have the textbook information in it.

Dual credit listings are not completely finalized. We are still working on Type C. Dr. Teske explained the definition of Type C – basically anything that doesn't fit in the A, B, or D bucket. We have no B, we have A and D's, and C's on the schedule. The C's are following under the MPA which have to be negotiated C's under a local agreement. We are working with Dr. Taylor for what the local agreement looks like for Type C. Teale gave examples of which courses all into the Type C's.

VI. Education Technology Position Update

Dr. Teske informed the team that Dwayne is finishing up the Polycom. ITV is going to zoom. Dwayne worked with input from all the VPs on the job description for Ed Tech position. By doing this, the board was able to approve an Events Coordinator Position and keeping the Education Technology Coordinator position across the board to stay up on the latest technology, finding grant money, AI conversations, etc. Rob is being used by IT as the Help Desk person. The feedback received was that faculty wasn't using the TLC-no one was coming to the workshops they were holding. Dr. Teske would like to work them for improving attendance over the next year. JoElla feels like Rob needs to be that person. She explained faculty seek out Rob for individual training for resources and how to do this/that or show them this/that.

VII. Other

Dr. Teske has asked Melissa and Ginger to start joining ALT.

Did we get from ENG 111/112 from last minutes inquiry? Teale and Sabrina worked on this, but couldn't find a way to get the most accurate report. Dr. Teske will work with Sabrina to get that report.

ASU Travel Plans were discussed. Attending from ALT will be Dr. Teske, Mandy, Kristy, Dr. Shelby, Lori, Dr. Nicolaides, and Wendy.

VIII. Adjournment @ 3:00 p.m.