Academic Leadership Team Minutes
August 27, 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**
x	**Ginger Harner**				

I. **Call to Order** @ 1:02 p.m. by Dr. Teske

II. **Approve August 13, 2024 Minutes** A motion to accept the minutes as presented was made by Dr.Nicolaides, and seconded by Mandy. All approved.

III. **Simple Syllabus**

A. How are things going?

Mandy was never able to do anything with the "orphan' (should've been able to edit, but can't) course masters, but there was no other course master. Dr. Shelby pointed out the IAI number is not pulling in, but Dr. Teske said there is not a field for that to pull from – it will have to be put in manually. Something happened after Rob updated with some syllabi and threw them back to the instructors. This is taken care of now.

B. Course Objectives

This was noticed in SAAT and now through the HLC, every syllabus has an assessment plan in it. It is believed that only the courses aligned with GECC (general education core competency), but they are expecting that all courses aligned should be listed. We need to make sure we are listing the course objectives, and then, show how they may align with GECC. Dr. Teske suggested a section be added so that is clear what we are trying to inform the students. JoElla suggested reorganizing the syllabus. We will ask Rob what we can do, Dr. Shelby will have Jessica edit the syllabus to reflect the new titles within after the discussion with Rob.

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

We should be double checking the catalog edits. They need to go to Jessica as you find

them. This gives you time to get them to C&I in case C&I needs approve or through ICCCB. Small changes could make a large impact on the schedule. JoElla asked about the catalog change form. Dr. Shelby will have Jessica send that out.
CQI's are coming up next week. This is a non-instructional day. It is mandatory for Assessment Day. Lori noted to communicate with adjuncts that this is a non-instructional day for everyone.
Equipment lists file is on the AA drive/budget/Capital Equipment List. Any one piece is over $5,000 with a life expectancy over two years. Dr. Taylor wants us to keep three years of equipment needs. Dr. Teske demonstrated the spreadsheet and how to use it. Green cells are cells you must fill it out, yellow cells means if can – great, but you don't have too.

V. Faculty Evaluations- Updates tabled.

VI. Spring Schedule

Chairs have given theirs to the Deans. Lori has two suggestions: 1.) If every other cell could be a different color, because it is easy to get off line, 2.) there are so many columns. Mandy mentioned how to hide the columns. Lori didn't feel the extension centers didn't give enough information for what they requested and their communication wasn't the best to answer more information with their requests. A little more collaboration ahead of time before the scheduling. Dr. Teske went over the process of the scheduling process. Becky asked that we identify the course enrollment capacity that is different than the usual (room size and CBA). Discussion was had regarding class size and the CBA and how it benefits students, instructors and workloads. It was determined that we start with default capacity in the beginning (should be 25) and we when we reach that capacity, we will discuss it with that instructor for how to proceed forward.

VII. Ed2Go

Melissa needs the team to look at the website and decide if it would beneficial for any programs we already have. Mandy is looking at it for EKG. Dr. Teske clarified this is not for academics; this is workforce or continuing ed.

VIII. Other:

Jennifer has a student who has taken Calculus in high school, but in the MAT Tech course. The student is bored. What options are available? CLEP isn't an option. Dr. Teske wondered if we could we do CBE MAT to accommodate and assess them on the CBE. Dr. Teske requests more information before making a decision.

Late Start Classes: Discussion about where we are in regards to enrollment. Mindy came and discussed the courses that were low enrolled.

Adjunct load discussion about requirements and limits, including the pay per credit hour.

IX. Adjournment @ 3:23 p.m. A motion was made by Dr. Muckler, seconded by Mandy. All approved.