Academic Leadership Team Agenda
September 10, 2024
1:00-3:00 p.m.

x	**Lori Armstrong**	x	**Dr. Kristin Shelby**		**Dr. April Teske**
x	**JoElla Basler**		**Kristy Stephenson**	x	**Teale Betts**
x	**Amanda Hannan**	x	**Rebecca Steinmetz**		**Dr. Dane Muckler**
x	**Wendy Harris**	x	**Dr. Ian Nicolaides**	x	**Melissa Luttenbacher**
	Ginger Harner				

I. **Call to Order** @ 1:02 by Dr. Shelby

II. **Approve August 27, 2024 Minutes** Update the equipment life to 2 years. A motion was made to accept with the mentioned change by Teale and seconded by Mandy. All approved.

III. **Simple Syllabus: Course Objectives Update**
Dr. Shelby has contacted Rob about adding the Course Objectives section to the syllabi. She will follow-up with Rob about this since we could see the reflection in the change during the meeting. She will then have Jessica to work specifically Allied Health and Nursing and those with outside accrediting. We would like this cleaned up this fall for the HLC visit. We will be having a federal compliance visit which will include a list of random course syllabi.

IV. **AA Calendar Reminders- Be mindful of DUE DUATES; Any questions/discussion?**

A. Catalog Updates- DUE to Jessica end of Nov; remember about CI deadline
Be mindful of the due dates. Jessica sent out the form and an example of the catalog update form that needs to be utilized for any catalog changes needed. Any changes that need to go to C&I need to be added to this or the next meeting in October.

B. CQI/Budget- CQI DUE 9/30 in WEAVE
Reminder to complete your CQI/Budget due 9/30.

C. 3-year Equipment Lists- DUE to Teske 11/8
Reminder to complete the 3-year equipment lists due to Dr. Teske on 11/8.

D. Evaluations- DUE to Rouse 11/1; remember about the process- need to get from Chair to Dean to Teske and leave Teske time to meet with faculty

Dr. Teske will be working the association to make the evaluations up-to-date and appropriate. You will see the finalized list soon. If you have someone you know is needing evaluation, go ahead set an appointment and get that started.

V. Spring Schedule Updates and Timeline

We have until 9/16 to get the proposed schedule to Student Affairs for their review. The transfer area proactively involved them for scheduling. Transfer area is complete. CTE is working on lecture-lab divisions. Allied Health and Nursing is working on a few minor changes and room updates.

VI. Bookstore Adoption Process- Sumer is working on a process; More to come

The bookstore is working on an adoption process. Be on the lookout for that. JoElla noted that for some of the classes that use access cards the students don't know what to do with it or what their next steps are. She gave Rob's suggestion that we add verbiage in the syllabus regarding how to use the access card; Dr. Shelby recommended a link to it. Lori added that Stacy at one time used to have instructions she handed out with how to use it. It might be worth looking into. Also, Lori gave her instructional practices for the access cards. Mandy believes the issues varies from publisher to publisher how these cards work.

VII. Faculty Evaluations Operating Standard Work

The content is not going to change. Dr. Teske wants us to look at it and make it better. Currently, there is no timelines or dates or assignments. She wants us to clean it up so anyone could pick it up and use it. Discussion and suggestions from the team were made. The team reviewed the standard and drafted a timeline guide box. Becky will be sending that out for the team to review before next meeting.

VIII. Leadership Training- Agenda

Dr. Shelby thanked the team for signing up so quickly. The team was provided a copy of the agenda. Becky will be reaching out to Becky H. for confirmation for the training assignments on behalf of the team.

IX. Any other items?

Teale has a dual credit counselor looking for a student drop time for non-attendance. Dr. Shelby explained we have intent to do no harm to that student, so that would be at the discretion to the high school. Further discussion regarding the matter, however, final team consensus is that is up to the high school.

X. Adjournment @ 3:01 A motion was made to adjourn by Teale and seconded by Dr. Muckler.