Academic Leadership Team Minutes
October 22, 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**		**Dr. Dane Muckler**
X	**Wendy Harris**	x	**Dr. Ian Nicolaides**	x	**Melissa Luttenbacher**
x	**Ginger Harner**				

I. **Call to Order** at 1:07 p.m.

II. **Cengage Representative at 1:00 p.m.** – tabled until Oct 30 @ 2. It would be beneficial that Cengage show us the products and the distinction between the products for the students and faculty benefit.

III. **Approve September 10, 2024 Minutes** A motion was made to accept the minutes with mentioned changes by Dr. Shelby, and seconded by Teale. All approved.

IV. **Finalize Faculty Evaluations Operating Standard**

We need to come up with a sustainable process. We need to write down how the process needs to be carried out. Review of best practices and processes will be made outside the meeting.

V. **Termination of Adjuncts**

Becky noted the importance of communicating terminations of adjuncts during the middle of the semester with the Executive Associate and Payroll. This helps to prevent double paying instructors for assignments. She has talked with the administrative assistants about this, as well as, the warnings from Colleague and what to look for when this happens.

VI. **Purchasing and Reimbursements**

Becky communicated for the business office the request to go through the appropriate channels in regards to purchasing and reimbursements and credit cards.

VII. Need Updates from the Group on:

A. 3-year Equipment List

Dr. Teske reminded everyone to wrap this up by November 1; November 15th at the latest. This includes equipment over $5,000.

B. Budget – Be ready to enter in MySCC January!

Dr. Teske reminded everyone to do budgets now and include justifications for everything.

C. Catalog Changes

Classes that have been made inactive will need to be removed from the catalog. Jessica is handling those communications to Jackie.

D. Any additions of personnel need justification- Use data and think long-term!

Make sure to use justifications for every personnel request and guidelines when it's appropriate to have a person, i.e.lab assistant.

VIII. Any other items?

Concerns were raised about the new adjunct hiring process not being clear. The instructions were presented to the team as presented to Dr. Teske, Payroll, and Karen for review. A few items were suggested for addition to the hiring process of adjuncts.

Dr. Teske demonstrated the new Pathways for Dual Credit test on the website that connects the high schools and career clusters. The team agreed it needed to be in the catalog as well.

Lori updated everyone that she got the codes for VR fetal pig dissection experience today for this semester.

Concern about Moodle with Rob leaving were discussed. Dr. Teske will take the concerns to cabinet. Concerns included: the new semester schedule meshing with Moodle and showing up in the instructor page, making sure their cross listed section appeared together, Simple Syllabus, and adjuncts problem solving in Moodle. A solution presented could be add some important links in the welcome email.

New LMS. Has this been decided on? Dwayne is looking at this during his visit at ASU this week to make sure which platforms interfaces with Dreamscape well. We do know that ASU uses Canvas. This may better able ASU to help us with more effectively with any issues. Dr. Teske has proposed that we gradually pilot the courses before jumping in all at once. Another thing would be Ellucian participation in the process and their timing. There is concern about adjuncts and their participation and load involved in the process. Discussion about Dreamscape and how it works, what is available, and construction.

IX. Adjournment at 3:30 p.m.