Academic Leadership Team Minutes
November 12, 2024
1:00-3:00 p.m.

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

I. Call to Order by Dr. Shelby at 1:06 pm

II. Approve October 22, 2024 Minutes A motion to accept the minutes as presented was made by Ginger and seconded by Mandy. All approved

III. Discussion (Action if possible) on Adj/DC Faculty Evaluation

A. How often?

B. Once or by the course?

C. If not annually, how will we track the rotation cycle?

Dr. Shelby opened by asking chairs about our current practice for evaluating our faculty. Last meeting, we discussed dual credit faculty evaluation frequency and was identified that we must treat our dual credit instructors the same as the adjunct. We can have new adjuncts, returning adjuncts, online adjuncts, face-to-face adjuncts. It was suggested to come up with a tool to meet with the online adjunct for evaluation. Lori reminded everyone that Rob Lucas had an evaluation tool for online classes.

A motion was made to evaluate 1.) New instructors once per year per department up to 3 academic years of instructing; 2.) Returning Adjunct (continuous academic 3 years or more of instructing) every 3 years per department. Department is defined as Humanities/SS, Math/Science, CTE, and Allied Health/Nursing. The online courses are to be evaluated using the SQOCI tool. We will decide on the rotational schedule once everything is updated by Dr. Nicolaides and seconded by Lori. All approved.

IV. Need Updates from the Group on:

A. 3-year Equipment List-

Dr. Shelby reminded everyone their final equipment list is due no later than Nov 15.

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

Dr. Shelby reminded everyone to work on their justifications now for the budget entry in January 2025. It will first open for chairs, then sent to Deans, and finalize with VP.

C. Catalog Changes

The last C&I meeting is Nov 21 before catalog changes are due, therefore, items are due by the end of this week. Make sure you're reviewing the front of the catalog as well, not just the courses.

V. Internships- (Registration, Placement and Tracking Process)- Why?

Mandy spoke at request for Academic Standards about the need for a listing for available internships for student affairs. Danielle is proposing for chairs to obtain a list of contact and companies for internship options for student affairs to refer students to. WIOA has a list of approved programs that include internships. For NC-SARA we have to track all of this. We may need to utilize Blake, Career Services Coordinator from Student Affairs, for help finding these internship opportunities. A suggestion was given to start a google doc and insert this information.

A. For all internships- We get state reimbursement, WIOA needs evidence

B. For programs leading to certification/licensure- Required for NC-SARA

VI. Any other items?

Review any outstanding and turn in book adoptions.

Math department requesting a math lab (similar to writing lab).

Testing center can't accommodate the needs from all academic departments. A lab assistant would be able to help with science testing.

VII. Adjournment @ 1:52 p.m. A motion to adjourn was made by Mandy and seconded by Dr. Nicolaides. All approved.