Academic Leadership Team Minutes
December 10, 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**	x	**Sabrina Black, Guest**	x	**Kevin Hunsperger, Guest**

I. **Call to Order** @ 1:09 pm

II. **Approve November 12, 2024 Minutes** Dr. Nicolaides made a motion to approve the minutes as presented, seconded by Ginger. All approved

III. **Lightcast Analyst (1:10-1:35)**

Sabrina Black attended this portion of the meeting for any questions from the team. Dr. Teske wanted everyone to see the types of information we can get out of the Lightcast program. Gabriel is going to do a training with a few that recently received access. IE will give you what you ask, but be sure to be specific so they know exactly what you are looking for. Dr. Teske demonstrated the Lightcast program and how to understand the information you receive for the team using a few examples.

IV. **Marketing Update (1:35-1:42)**

Kevin Hunsperger attended as a guest and presented information he learned from the recent conference he attended for marketing. He passed around handouts with key information he will start utilizing starting next semester. He discussed marketing concepts: personalized storytelling; digital-first strategies; social media engagement; video content, and AI. If you find students that would like to involved in marketing, please send them to Kevin. He is welcome to help and advice.

V. **Convocation**

A. AM Schedule from Dr. Shelby

Devoted to HLC Criterion 5. Our HLC visit is 1/27 & 28 for about a day and half. Other topics that need go on in the morning with entire campus? Sabrina suggested an update on the ICCB recognition, if that report has been finalized. Kristy suggested introducing the new hires, their positions, and about what they do. Another suggestion by Sabrina was the facilities update. What

do we need to discuss with AA only? Dreamscape-Dr. Teske will talk with Dr. Taylor about that.

B. Input for PM Schedule and the next day

Suggest a 1-hour faculty meeting for Dr. Teske and separate 1-hour SCEA meeting. Friday will be allotted for semester readiness.

VI. Need a faculty member for HLC Conference (April 5-8)- Chicago

Dr. Teske asked for a faculty member to volunteer to go to HLC. Mike McNally has went for three years in a row. Dr. Teske thought it would be beneficial if we allowed another faculty member to go.

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

Dr. Teske used what was recommended from last meeting and updated a few items of verbiage with a few bullet points to further give detail. Discussion about the consecutive year vs semester. We are going to start handling all evaluations electronically. HR believes it will help with tracking all evaluation schedule including adjuncts and dual credit. One item to note that instructors still need meaningful communication even though it is out of the evaluation year. Teale discussed concerns with the operating standards in relation to the dual credit instructors and communication. Further discussion about the operating standard. Dr. Teske updated the standard to reflect the team's discussion. This will go into effect beginning the Fall 2025 school year. This can now go to Academic Affairs Council for approval.

VIII. Schedule to Begin

A. Yearlong

Went over upcoming deadlines for Summer and Fall. Do we want to do a yearlong schedule this academic year? There is concern about budgeting at the same time of scheduling. Becky suggested utilizing the administrative assistants to pre-populate the schedule tool with active semester for the chairs and deans for their review and updates. Dr. Teske brought notes from AIM. Kaylyn has been asked to do an plan for athletes to help them to work with their schedules. It seems there are some issues with athletes every semester, this would help solve some of those athletes but it might affect the scheduling. Other suggestions from AIM were discussed such as time slots of offerings. Also, Dr. Teske will be attending an advisor meeting to show them (SA) how to utilize the scheduling spreadsheet tool. We will try it. Kristy let the team know that Dwayne has modified the ITV classrooms, including the extension centers, and he is willing to train adjuncts how to use the equipment in the classroom. The equipment is simpler to use.

B. Dual Credit Spring

We have some enrollment still out for Spring. The yearlong sections show on the Spring transcript. The midterm form and grades will go out until we come back for our Christmas Break.

IX. Upcoming:

A. Offers to teach?

Do we want to continue with this practice? After discussion, we will continue.

B. Spring 26 Action Spreadsheet Tabled

C. Course Fees Review

These are due for the February Board Meeting. Chair are requesting to understand where their

lab fees are deposited and how they correlate to the budget. The spreadsheet needs to be completed and returned by 1/31.

D. Budget – Be ready to enter in mySCC in January

1. **Chairs and Deans- access begins Jan. 15**
    a) **Chairs- have all entered by Jan. 31**
    b) **Deans- have everything entered/approved by Feb. 15**
    c) **Dr. Teske- finalized by March 15**

Dr. Teske went over all the budget deadlines.

2. **Make sure your justifications include Strategic Plan & CQI references wherever possible**

Chris will be using the CQI's when reviewing the budget for any cuts.

E. Make sure your CQIs are completed (including the FY26 budget at the end)

F. ICCTA Faculty of the Year

The SCEA has been discussing and is on their agenda.

X. Revenue and Expenditure Strategies- Ideas?

Dr Teske explained that Dr Taylor has asked the VP to work with their divisions to develop ways to generate revenue and expense strategies. Mitigate overload when we can, ideas such as: use an adjunct, be smarter when we are scheduling, doing course improvements, adding courses. Suggestions from the team: hire a full-time grant writer, short-term certificates, promote Workforce development and help develop classes through workforce development.

XI. Any other items?

Dreamscape update. Dr. Taylor and attorney have been working with Dreamscape and their attorney about contract issues such as royalties. In January, Dr Taylor wanted faculty to start working on what they think it will look like. Items such as labs, subjects to start with.

Course Enrollment Review will happen on January 6th. Becky has sent a calendar invite.

All grades are important. In-Progress grade time is the only time the instructor allowed to drop a student.

Lori worked with the 4-H last week and was able to introduce our Anatomage table to the teachers and students. They were impressed with this technology.

Dr. Teske communicated compliments from the community about our faculty and their abilities to change our students lives.

Adjournment @ 4:06