Academic Leadership Team Minutes
January 14, 2025
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	**Dwayne Fehrenbacher, Guest**	X	**Jonathan VanMeter**

I. **Call to Order** @ 1:03 p.m.

II. Approve December 10, 2024 Minutes Kristy made a motion to accept the minutes with the changes to attendance, and seconded by Teale. All approved.

III. Simple Syllabus – Guest: Dwayne Fehrenbacher

Dwayne and Jonathan came to the meeting to answer any questions and help resolve any issues we have with Simple Syllabus. Dr. Teske explained we had expressed our items to Rob Lucas before he left. We still have some items we need addressed in Simply Syllabus. The team discussed and demonstrated their individualized and departments items with Dwayne and Jonathan. Dwayne and Jonathan were going to research these a little and work with Simple to help resolve.

IV. Spring Calendar

A. AY26 Schedule

Any questions for the upcoming schedule? Have you got what you need from the advisors, extensions centers? We should be working on Summer and Fall schedule. Becky sent a reminder email to Student Affairs that Academic Affairs needs their suggestions.

B. Course Fees Review

Some have been working on their course fees. Dr. Teske reviewed where to find the form and the information we need to finalize the document for the board meeting in February.

C. 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

Chairs make sure to have your budgets in on the 31st. Your access will be shut off. Any further request for changes will have to go directly to the Dean.

b) Deans- have everything entered/approved by Feb. 15

Let Dr. Teske know when you are finished, so she can start reviewing and approving.

c) Dr. Teske- finalized by March 15

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

Dr. Teske reminded everyone to identify Strategic Plan Initiatives and CQI's where possible where possible and incorporate your equipment list into your budget. Also, note anything that may be taken care of by a grant. Make sure to list any positions you will be requesting in your budgeting proposals.

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

E. ICCTA Faculty of the Year

SCEA is working on voting for the faculty of the year.

V. Any other items?

Lori asked about our next meeting. HLC will be here, therefore, we will not meet.

Melissa talked about the Beginner Excel Course that her department will be offering to the college and available in February.

Behavioral Assessment Training coming up. It's free. Kevin sent an email to everyone.

FY27 needs intersession revisions. The team discussed calendar revisions giving their concerns and thoughts regarding the possibilities.

Dr. Teske reviewed the different types of calendars available for the college for faculty and staff to add to their schedule.

VI. **Adjournment** @2:58 p.m.