



Academic Leadership Team Minutes
March 24, 2026
1:00-3:00 p.m.

x	Lori Armstrong		Dean of Transfer	x	Dr. Melanie Pecord
x	JoElla Basler		Kristy Stephenson		Teale Betts
x	Dr. April Dollins, DON	x	Rebecca Steinmetz		Coordinator of Innovation
	Wendy Harris	x	Dr. Ian Nicolaides	x	Lindsay Johnson
x	Ginger Harner	x	Danielle Boyd, guest	x	Mandee Trowbridge, Guest

I. Call to Order by Dr. Pecord at 1:04 p.m.

II. Approve February 24, 2026 Minutes A motion to approve the minutes as presented was made by Ginger and seconded by Lindsay. All Approved.

III. Items for Discussion

A. Danielle and Mandee – Presentation of Incomplete Grade Issue OS

Danielle and Mandee came to the team to discuss the grading standard for incompletes. The current standard affects Academic Affairs and Student Affairs operations. Currently students who completed a certain percentage of the semester with extenuating circumstances receiving an Incomplete (I) grade to allow for an additional semester to complete the course work. Mandee explained how this standard is hindering Financial Aids efforts to comply with the Financial Aid Handbook issued by the government for issuing aid. The handbook expresses those students should only receive an additional 30 days to complete the coursework, not the entire semester. Currently, Financial Aid doesn't have notification of the last day of attendance. The recommendation is to review the standard and update the standard as needed specifically looking into identifying the last day of attendance and setting parameters that identifies points to issue the I and complete the coursework. The team agreed to immediately update the Incomplete Form to include the last day of attendance. The standard will be review over the next few meetings.

B. Strategic Plan 2026-2030 Update

Thursday is next Strategic Planning Retreat. Dr. Pecord explained the rubric used to identify which initiatives will be prioritized.

C. VPAA/Deans Search Update

Dr. Pecord informed the team that the search committee for the VPAA are in the process of scoring individuals for the purpose of interview selection. The search committee will be meeting Friday.

D. Update from CAO Meeting (Upcoming Initiatives)

Dr. Pecord recently attended the CAO meeting. Some trainings offered were AI in the classroom and how to integrate it positively, PSAT and PACT is being used as placement scores, dual credit initiatives to

create consistency across the state, creating liaisons specifically to homelessness and hunger, and creating a common numbering system across the state.

E. Monitoring Reports

1. April 6 Adult Education & College Readiness
2. May 11 Accreditation & Certifications
3. July 6 Community Education
4. Oct. 5 Baccalaureate/Transfer Program
5. Nov. 9 Continuing Education and Workforce Training

F. Faculty Appreciation Day in May - Preferences

Discussion about the event. We will have the event on May 6. It was decided that Becky survey the faculty for time preferences.

G. CBE questions for ICCB

Becky explained that Tricia from ICCB sent an email asking the colleges for any questions they may have about the CBE requirements from ICCB. Becky interpreted it as they were going to create a document of commonly asked questions.

IV. New Business

V. Old Business

VI. Announcements

Music and Psychology students are going to Country Music Hall of Fame on 4/17.

Dr. Nicolaides, Lori, and Jennifer will be attending a grant meeting at SIU for a meet and greet that will serve a information session.

Adult Ed is currently in the competitive grant funding year. An pragmatic review of Adult Ed will be performed in May.

Spring progress reports are due next week.

VII. Adjournment A motion to adjourn was made by JoElla and seconded by Becky. All approved.