



## Academic Leadership Team Minutes

March 25, 2025  
1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. April Teske
x	JoElla Basler	x	Kristy Stephenson		Teale Betts
x	Amanda Hannan	x	Rebecca Steinmetz	x	Dr. Dane Muckler
	Wendy Harris	x	Dr. Ian Nicolaides	x	Melissa Luttenbacher
x	Ginger Harner	x	Sabrina Black, guest	x	Danielle Boyd, guest

- I. **Call to Order @ 1:00 pm** by Dr. Teske
- II. **Approve February 25, 2025 Minutes (1:00-1:05)** A motion to approved the minutes as presented was made by Lori and seconded by Dr. Nicolaides. All approved
- III. **Course Add, Drop, Withdrawal Operating Standard- Danielle & Sabrina (1:05-1:25)**

Danielle and Sabrina presented the Course Add, Drop, and Withdrawal Operating Standard. This policy was previously submitted to the Executive Council, but several questions needed clarification before approval. Specifically, the council sought definitions for "attended" and "academic penalty," clarification on the consequences of failing to officially withdraw (which could result in financial penalties and a grade of "F"), and faculty input on the policy. The team discussed potential revisions to improve clarity for students and staff. Danielle will incorporate the recommended changes and resubmit the revised version to the Executive Council.

#### IV. **Proctorio Presentation via Zoom (1:30-2:00)**

Met with Kyra Burch and Dave Ernest from Proctorio. The college's Proctorio subscription is up for renewal, the team had an opportunity to ask questions. Lori Armstrong noted that she uses a version of Proctorio through McGraw-Hill Connect, and the representatives clarified that McGraw-Hill is separate from the college's paid Proctorio subscription. Past browser issues were discussed, and Proctorio representatives recommended using Chrome or Edge for optimal performance. The presenters demonstrated Proctorio's ability to prevent AI-assisted cheating during quizzes and tests. Proctorio introduced "Bring Your Own Proctor," which allows instructors to observe students in real time while monitoring their testing environment. Dr. Teske will consult with the Testing Center and faculty to determine if this feature is needed. Additionally, Proctorio is launching a companion app that will enable students to use mobile devices, enhancing security by giving Proctorio greater control over the student's exam environment. Following the presentation, the team discussed their current experiences using the platform.

## **V. Transfr Presentation via Zoom (2:15-2:45)**

Mitch Dickey from Transfr joined via Zoom to present on Career Exploration & Skills Training using Transfer vr opportunities. Dr. Teske provided an overview of the college's existing virtual reality (VR) opportunities before Mitch introduced Transfr's platform. The presentation highlighted the program's focus on Career Exploration and Competency-Based Education (CBE), emphasizing three components: career awareness, career experience through VR, and career planning that allows students to set personalized goals. Transfr aligns with multiple standards (including ASE, OSHA and more) and provides individual learner logins and assessments. After the presentation, the team discussed how this technology—or similar platforms—could be beneficial to the institution.

## **VI. Leadership Styles- Google Doc DON'T FORGET!**

[https://docs.google.com/document/d/1oELmOOplVPWgIGwxH\\_l3p\\_rDE1sUVE8D8\\_SPFLGwZ-s/edit?usp=sharing](https://docs.google.com/document/d/1oELmOOplVPWgIGwxH_l3p_rDE1sUVE8D8_SPFLGwZ-s/edit?usp=sharing)

## **VII. Anything else for the group?**

Lori inquired about the dual credit observations. Dr. Teske wants to review the operating standard and possibly create a tracking system with Teale.

Ginger spoke on GED testing. GED testing has been cancelled for various reasons over the last 3-4 weeks. We received some vouchers from ICCB to take their test online. Her and her team worked at the extension centers and were able to test 7 modules completed with 100% pass rates.

The BoT approved the construction of a new concession area.

JoElla talked about Humanities has a guest speaker coming to speak on sociology, psychology, and speech.

The poetry slam is upcoming on April 23.

The Foundation is helping fund the field trip to the National Civil Rights Museum in Memphis.

PTK Catalyst Convention is coming in April. Two students will be attending.

Jennifer Watkins has been appointed to the IMACC Board of Directors.

Union Co Extension Center. The Board decided not to continue the lease of the building. Chris did research on the Anna area and identified the vacant nursing home that is willing to be rented to us for \$1 per year. We are hoping to tour it soon. We need to be able to move in 6 weeks with hopes of a minimum of 18 month. We have been working very hard on our options since Friday. Discussion about what to expect and suggestions for transition.

## **VIII. Adjournment @ 3:04 p.m.**