

Academic Affairs Leadership Team
March 25, 2024
9am
Via Zoom

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Michael Conn, Sharmila Kakac, Morris Nead, Rodney Raney, and Tara Farleigh (Recorder).

1. Online Development Process – CETL

A. Discussion

Michael Conn has developed a draft for a policy/procedure to outline the Online Development Process. This process will be used to fully integrate Title III for best practices and reduce the number of online courses that are not relevant and aligning to the specific gateways.

B. Decision - None

C. Action

Dr. Conn will share a proposed rubric with the team for feedback where he will present and explain the new process at the next meeting. Dr. Bruinsma will work with Rodney Raney and Sharmila Kakac to provide requirements for Adult Education and Business & Industry.

2. Libby McVicker Duties – Program Director of Grants and Compliance

A. Discussion

Dr. Fowler distributed to the VC's current duties of Libby McVicker that she will no longer retain as of July 1, 2024. Jay presented two that Dr. Fowler believes belong in Academic Affairs.

B. Decision

The group agrees with Dr. Fowler. The two duties are reassigned as follows (effective July 1, 2024):

- 1) Credit for prior learning submission to ICCB assigned to Dr. Bruinsma
- 2) Campus Emergency Response Plans assigned to Brent Maguire (Dr. Gower has already taken care of this via a new stipend position).

C. Action

- 1) Dr. Bruinsma will decide which position Credit for Prior Learning best aligns with, add the responsibility to the appropriate JD, and report back to the group at the next meeting.
- 2) Dr. Edgren will contact Brent Maguire.

3. SEPC Projects/Charge Document Goals

A. Discussion

- 1) Dr. Edgren distributed an MS Excel document listing the SEP Initiatives pertinent to Academic Affairs. Dr. Gower has set priority year 2024 for four of the initiatives effective June 30, 2024. Those four initiatives (and current status) are:

- a) Map Program Pathways – Completed
- b) Transfer Pathway Curriculum Development – On-going. The Advising Team is completing their draft.
- c) Implementation Plan and Timeline for Master Schedule – Not started.
- d) Establish Online Course Development & Review Process – On-going.

- 2) Academic Technologies – Dr. Conn is leading a team investigating software to manage curriculum. The team has narrowed selections to two vendors.

B. Decision – None

C. Action

- 1) Once the Advising Team has completed their draft of the Transfer Pathway Curriculum, Dr. Bruinsma will invite feedback from faculty on a voluntary basis.
- 2) Dr. Bruinsma will begin working on a formal Plan and Timeline for a Master Schedule.

- 3) Dr. Conn will continue collaborating with members of Academic Affairs to finalize a process for Online Curriculum Development and Review and present the process for approval at an upcoming meeting.
- 4) Dr. Conn will continue working with the Curriculum Management Software Team to establish the pros and cons of each software considered, then provide a recommendation at an upcoming meeting.

4. Personnel Update

A. Discussion

The team discussed the retirement, resignation, or departure of matters related to personnel with the Academic Affairs Division.

B. Decision

Dr. Edgren will present any decisions made by the team at an upcoming SEPC meeting.

C. Action

Dr. Edgren will make sure appropriate items are on the agenda for the next SEPC meeting.

5. Discuss upcharging for Business & Industry credit classes

A. Discussion

Sharmila requested to submit a proposal to acquire more flexibility to charge more for credit classes offered for the Business and Industry department. She would like to alter the maximum amount per credit hour and reflect this change in the college catalog.

B. Decision

Dr. Edgren requested a proposal to be submitted promptly to present at the April SEPC meeting.

C. Action

Sharmila will develop a proposal and submit to Dr. Edgren for consideration at the April SEPC meeting.

Adjourn 10:00am