

Cabinet Minutes
West Richland Center
December 1, 2021

Teams 9:00 a.m.

[Click here to join the meeting](#)

Participants: Ryan Gower, Zahi Atallah, Paul Bruinsma, Sheryl Childers, Alex Cline, Michael Conn, Robert Conn, Jay Edgren, Matt Fowler, Ryan Hawkins, Amber Malone, Andrea McDowell, Linda Monge, Rodney Ranes, Brent Todd.

Not Participating:

Guests: Tona Ambrose, Cassandra Goldman, Sharmila Kakac, Andrea Loll, Alyssa Maglone

Welcome: Dr. Gower addressed the group and opened the meeting. The special guests were introduced.

The cabinet was asked for comments or corrections regarding the November minutes. No comments or corrections were recommended, so the group moved into new business.

Consent Agenda:

Cabinet approval was given for the consent agenda.

1. **Grant Update (Gower)**- Cabinet was provided a monthly grant update.
2. **Final Cohort Default 3yr Rate (CDR) 2009-2018 (Gower)**- Cabinet was provided a copy of the 3-year CDR for Cabinet review.
3. **Procedure 300.21 Procurement Standards When Funds are Derived from Federal Awards (Hawkins)**- Approval was given for Procedure 300.21.
4. **Policy 300.21 Federal Procurement (Hawkins)**- Approval was given for Policy 300.21 and it will now be presented to the Board on December 14, 2021.

New Business

December Approval Items:

5. **Synchronous Lecture Halls (Gower)**- Dr. Gower shared an update on Synchronous Lecture Halls at IECC. Mr. Eddy, Chairman Carter and Dr. Gower recently met with Superintendents from 13 area high schools who

have expressed an interest in synchronous lecture halls to facilitate access to dual credit courses. The district is currently in conversations with SynapSiS and the Rural Illinois Shared Education Network (RISE) who developed similar spaces for Lake Land Community College. Information about this meeting will be presented to the Board on December 14, 2021.

6. Open Call for Items (all)-

December Informational/Discussion Items:

- **Adjunct Pay Scale (Edgren)-** President Edgren, Tona Ambrose, Andrea McDowell, and President Raney presented a new structure to onboard and provide continuous training for adjunct faculty. The proposal will be revised and revisited in January of 2022.
- **Online Instruction Considerations (Atallah)-** Dr. Atallah shared information with the group about best practices in online education.
- **Fall/Spring Workshops (Gower)-** Dr. Gower discussed Spring workshop with the group.
- **Navigate 360 Proposal-** Dr. Gower shared with and discussed the proposal from Navigate 360. The proposal includes site mapping services, onsite risk assessment of existing policy and procedure, and provide communication in times of emergency.
- **Perkins Spending- December Update (Gower)-** Dr. Gower delivered an update on Perkins spending. He asked Cabinet to develop a plan in the early part of 2022 for Perkins spending in the upcoming year that includes input from faculty.
- **Pathways/CIS 1104 (Gower)-** Dr. Gower referred Cabinet to recent electronic correspondence about the Pathways to Success (PTS) Course and CIS 1104. The Colleges are working on developing a standard curriculum for PTS and CIS 1104 is currently being redeveloped by Carrie Hallam.
- **IECC Clinical Standard Affiliation Agreements-** None.
- **Non-standard Clinical/Non-Clinical Affiliation Agreements-** Good Samaritan Hospital-Vincennes.
- **Credit for Prior Learning (Maglone)-** Alyssa Maglone gave an overview on Credit for Prior Learning. Cabinet will have the opportunity to present any suggested adjustments to the relevant procedures prior to the January Cabinet meeting.

- **Guided Pathways (Gower)**- Dr. Gower asked the council of CAOs to begin working on the first step of guided pathways for academic programs. Dean Todd will chair the effort and the council of CAOs will bring a proposal by April of 2022. The first step is to identify meta-majors. Using IECC, EMSI, and Academic Programs Environmental Scan (APES) data, we will determine which pathways should be among the first developed. The group acknowledged the importance of involving faculty early in the planning process.
- **Open call for items (all)**-

Committee/Division Reports

- **Symbiosis Project Update (M. Conn)**- Dr. Conn gave an update on the Symbiosis Project/online courses. By the week of 12/20/21 the first phase of the project is scheduled for completion.
- **Faculty Advisory Committee Updates (Monge/Gower)**- Linda Monge reported on the November FAC meeting and gave an update. She stated that Dr. Gower has been invited to visit the faculty on each campus to talk about guided pathways and engage in conversations about next steps in advancing education at IECC.
- **Business & Industry Updates (Edgren/Kakac)**- Sharmila Kakac gave an update on the B&I. Many relationships are being established with area industrial businesses. IECC will look forward to assisting with employee trainings.
- **Admissions & Records Updates (Gower/Malone)**- Amber Malone gave an update on the OAR. She reminded of upcoming deadlines. She stated that a committee is currently working on a Grad-Fest project.
- **Enrollment Management Updates (Malone/Loll)**- Andrea Loll gave an update on the Strategic Enrollment Planning committee. She stated that RNL will be returning soon for another engagement.
- **CETL Updates (Gower/Ambrose)**- Tona Ambrose gave an update on the Center for Excellence in Teaching & Learning. She stated that focus has been on adjunct payment tiers. A committee is working on the restructure of distance delivery. She asked leadership to be thinking about video clips to be used in orientation.
- **International Program (Fowler/Goldman)**- Cassandra Goldman gave an update on the International Student Program. The Thanksgiving event was a success. Interaction has been taking place with the international program at University of Illinois to establish a line of communication for transfer options for international students.

Open Call for Items:

- **HERRF II-** Ryan Hawkins asked leadership to communicate the information out to students applying for funding at their campuses. He asked for information to be gathered and submitted regarding permanent residence of students who apply.

Meeting adjourned: 11:49 a.m.