

**Academic Affairs Leadership Team
January 22, 2025, 9am
Mason Hall Conference Room via Zoom**

Members present: Dr. Jay Edgren, Dr. Michael Conn, Dr. Sharmila Kakac, Rodney Ranes, Dr. Robert Conn and Tara Farleigh (Recorder).

Department Updates

Dr. Mike Conn reported:

- 1) Digital content was created from the Faculty Workshop held January 3. Six new videos of the presentations have been edited and completed by Cameron Ireland where they will be available on the CETL website and social media.
- 2) Course development and review – Speech, Nursing, Music, AI, Leadership, and History II to name a few.
- 3) Short form videos have been created to increase engagement on social media on various best practices in education.

Rodney reported:

- 1) The next Area Planning Council will be held at OCC on February 11th.
- 2) ICCB Virtual Visit was January 17.
- 3) The next Career Job Fair will be on February 27 at FCC in the Workforce Development Center and March 25 at LTC.
- 4) Adult Education received the ICCB Digital Literary Grant (\$75,000) and the IBT Grant (\$112,500).

Dr. Robert Conn reported:

- 1) A meeting to lay out a scheduling process for the academic year (Fall, Spring, Summer) will be held on January 30 at the TLBWRC.
- 2) Program Review – Humanities and Fine Arts. Course and program fees along with student assessments will be reviewed. The deadline for ICCB is September 1, 2025.
- 3) Academic Affairs Process Manual – This manual will serve as a reference tool for faculty, staff and deans to ensure consistency, compliance, and efficiency in managing academic programs and services.
- 4) Section Fill Rate – This report is viewed per semester with course enrollment, number of sections offered, courses with zero enrollment and cross list detail for individual sections.

Dr. Kakac reported:

- 1) Quarterly reports are due at the end of January for the JTED and Non-Credit grants.
- 2) The first class for Basic Electricity (JTED) has been scheduled for February 17th. The welding students will be invited to attend for a preview. Ideal class enrollment of eight.
- 3) A safety event is scheduled at WVC on April 10th. Oil and Gas Industry instructors have been invited to attend this event in conjunction with making contact through the Business and Industry Division.

Dr. Edgren reported:

- 1) The IECC Board of Trustees meeting was last evening at FCC campus. Dr. Gower reported retention numbers from Fall 2024 to Spring 2025 are 84% with Spring 2025 FTE down approximately 5% at 10-Day compared to Spring 2024.
- 2) The district has received a draft of the HLC Comprehensive Report and Multi-Campus Report. All five criteria have reported no findings with initiatives met. IECC personnel are making factual edits and final review will be submitted next month to HLC. The HLC Final Report will be received to IECC sometime in February.

Approval Items

Reinstatement – Paramedicine Certificate Program

- A. Discussion:** Dr. Kakac presented the team with the Paramedicine Certificate Program. The master syllabus is complete with 48 credit hours and will begin Fall 2025.
- B. Decision:** AALT approved to reinstate the Paramedicine Certificate Program.
- C. Action:** Dr. Kakac will send to Dr. Edgren all certificate information with Wabash General Hospital including a budget sheet with expenses to bring to SEPC.

2026 Welding Program and Curriculum Changes

- A. Discussion:** A draft proposal was submitted from the Dean's to eliminate the OCC WELD C276 and LTC WELD C571 (19 credit hour certificate) and add OCC's WELD C570 certificate to LTC's welding program. Only high school seniors will be admitted to IECC Dual Credit welding classes so all welding classes will be on the same track as program students and establish scheduling consistency throughout the district. These changes are expected to be in effect for Fall 2025 semester. The proposal includes increasing the welding fee from \$75 per course to \$150 per course (including dual credit students) because of the increase in cost of metal and currently breaking even.
- B. Decision:** AALT approved the 2026 Welding Program and Curriculum Change.
- C. Action:** Amy Tarr will provide a narrative to Dr. Edgren to bring to SEPC.

AALT Mission Statement

- A. Discussion:** The AALT Mission Statement was presented to the team for a final reading.
- B. Decision:** AALT approved the mission statement.
- C. Action:** None

Informational/Discussion Items

Emergency Response Procedure for Evening Faculty

- A. Discussion:** IECC Presidents discussed this procedure for evening faculty to have contact numbers in case of any emergency situation. The Presidents will disclose contact numbers of the O&M Team Lead and appropriate President at each campus to the faculty during the evening hours.
- B. Decision:** AALT approved this procedure.
- C. Action:** Dr. Edgren will share this procedure at the next SEPC meeting.

AALT Logo Designs

- A. Discussion:** Dr. Mike Conn submitted four logo designs for the team to view. Dr. Edgren asked the team to review, select, and the team will approve the logo at the next team meeting.
- B. Decision:** None
- C. Action:** None

CETL Badging Options

- A. Discussion:** Adjunct instructors are required to complete onboarding/orientation courses (Tier 1,2,3). This is voluntary for full-time faculty. When adjunct instructors complete the entire course package, a stipend will be initiated for compensation. The idea is to group three classes (7.5 hours) for a 1.6 course for one class semester reimbursement. Full-time faculty would be given an incentive to complete the course package, as well.
- B. Decision:** Dr. Mike Conn will develop and submit a proposal for this item for discussion.
- C. Action:** None

Updated SEP Initiative Spreadsheet

- A. Discussion:** Dr. Edgren has updated the spreadsheet and scanned it to the AALT Teams folder. Dr. Edgren asked the team to view the SEP Initiative Spreadsheet and to email any edits to him.
- B. Decision:** None
- C. Action:** None

Credit Hour Audit

- A. Discussion:** Dr. Gower requested a two-phase internal audit of randomly selected IECC academic courses. This audit will help ensure that all courses submitted for state reimbursement meet ICCB's standards for learning outcomes, contact hours and that IECC has maintained proper documentation and artifacts of student learning. A committee was formed where they are working on a draft and evidence to submit to SEPC. One of their findings is to do with how we offer our 1.6xx classes. More specifically, not assigning homework nor assessment activities associated with these classes and the lack of ICCB documentation supporting this practice.
- B. Decision:** None
- C. Action:** None

Assessment Discipline Facilitator

- A. Discussion:** Faculty, both full-time and part-time, have been asked to help in filling gaps as the Assessment Discipline Facilitator. A question was asked, where are the gaps?
- B. Decision:** Robert Conn will reach out to Brandon Weger to see where the gaps are to fill.
- C. Action:** This item will be brought back to the Dean's for additional discussion with the information Brandon can provide.

Utilizing Development Shells for Online Courses

- A. Discussion:** Faculty are not utilizing the shells developed for online courses and Dr. Mike Conn is looking for the best way to solve this problem moving forward.
- B. Decision:** Dr. Mike Conn will provide a list of faculty members with class information and CRNs for the Dean's group.
- C. Action:** The Dean's will contact the faculty members to inform them to utilize the shells for online courses for future semesters (summer, fall).

Part-time CPR Coordinator

- A. Discussion:** Dr. Kakac submitted a request to hire a part-time CPR Coordinator for the Emergency Preparedness Department. The EPM Program Director position has not been filled since Brent Maguire resigned and the duties have been reassigned, thus creating a need for a part-time position to oversee and grow the CPR program.
- B. Decision:** AALT approved this request.
- C. Action:** A Job Requisition Form and Job Description will be sent to HR for approval.

Policy/Procedure 800.1 Educational Curriculum and Course Development – Tabled

Adjournment 10:00am