Academic Affairs Leadership Team ~ Meeting Minutes
January 22, 2026, 1:00 pm
MS Office Teams

Members present: Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Amy Tarr, Rob Jackman, Kathy Wheeler, Eva Fatheree, Jessica McDonald and Mandy Grepares.

<u>Updates</u>

Dr. Robb:

- The Board of Trustees approved the transfer guided pathways for Fall 2026. This is still an ongoing process and will be updated and revised with Dean, faculty and advising input.

- Deans participated in a demo of Simple Syllabus on January 16th with IT participants for additional input. Key points included:
    - Faculty will retain flexibility, with many options to personalize or expand their syllabi.
    - Templates can be customized by campus.
    - Integrates with our Canvas LMS.
    - The system will save time and automatically populate information from Banner, including course descriptions, class titles, CRNs, meeting times/locations and key IECC policies.
    - Specific language can be available for online versus face-to-face courses to support an efficient syllabus build.
    - Deans can track syllabi submissions and progress towards completion to better support all full-time and part-time faculty.
    - The Simple Syllabus system is fully ADA compliant for syllabus submissions.
    - Jessica McDonald noted a potential downside—reduced opportunity for faculty creativity—but the pros outweighed the cons.
    - Examples of Simple Syllabus syllabi are available in Teams for review.
  Action: AALT supported Dr. Robb moving forward with an updated price quote from Simple Syllabus to continue this review for a potential Fall 2026 implementation.

Dr. Conn:

- The recorded videos from the CETL Virtual Workshop are available on the website: [CETL Professional Development Workshops | IECC](#)

- The CETL will be going to the Lincoln Legacy Teaching and Learning Community conference. Dr. Conn will be sending out more information on it today.

Rob Jackman:

- Advisory Committee surveys have been sent out to the CTE faculty to support scheduling the advisory committee meetings this spring.

Jessica McDonald:

- Faculty reported concerns that Entrata was not accessible on the first day of classes and that the system is not updating reliably.

- The Partnership for College Completion (PCC) has published the Illinois College Transfer Pathways dashboards, a series of interactive data visualizations that identify patterns in Illinois' undergraduate community college transfer student rates.

Approval Items

Course and Curriculum:

    A. Discussion: The following Course Action Request (CAR) forms were reviewed.

- **TEL D485- Broadband Telecom: Reactivation**
  - AAS Degree with 60.5 credit hours to support advisory council's recommendation to better support their employee needs.
  - TEL 1266 Fundamentals of Telecom - revise
  - TEL 1276 Working Aloft - revise
  - TEL 2200 Internship in Telecomm – revise.
  - TEL 2214 Cisco Fundamentals – revise.

- **PHP C329- Pre-Health Professions: New 26 hour certificate.**
  - Certificate is designed to provide students with a strong academic foundation for entry into a wide range of Health Professions programs across the IECC District. Flexible certificate pathway allows students to begin their coursework at any semester.

Semester 1		
LSC 2111	Human Anatomy & Physiology I	4
ENG 1111	Composition I	3
HEA 1225	Introduction to Medical Term	3
PSY 1101	General Psychology	3
Total		13
Semester 2		
LSC 2112	Human Anatomy & Physiology II	4
SPE 1101	Fundamentals of E. Speak	3
SOC 2101	Principles of Sociology	3
MTH XXXX	Math Elective	3
Total		13
Final Total		**26**

- **HLTH C196- Health Careers Certificate**:
  - Credits changed from 16 to 17
  - HLT 1203 Health Occupations increased credits to 7-5-2 for improving completion rates by offering one 7 credit hour class rather than multiple smaller credit hour-based courses.

Fall First Semester		
Num	Name	Credit
HEA 1225	Intro to Medical Terminology	3
HLT 1203	Health Occupations	7
Total		10
Spring Second Semester		
HEA 1203	BNATP	7
Total		7

- **MEDA D292- Certified Medical Assistant**: **Changing from 65 to 60.5 credit hours**
  MEDA C192- Medical Assistant: **Changing from 36 to 27.5 credit hours**
  - The Certified Medical Assistant program and certification is requesting to alter the course progress to allow for a 2 semester certification completion, instead of the current 3 semester design and to complete the degree program in 4 semesters instead of the current 5 semester design. Curriculum changes have been submitted to support this new design for both the certificate and the degree.
  - HEA 1208 Clinical Procedures I. Credit hours reduced from 3 hours to 1.5 hours.
  - HEA 1218 Clinical Procedures II. New course at 2 credit hours.
  - HEA 1210 Pharmacology & Calculations. Credit hours increasing from 2 to 4 hours.

- **ECD D355- Early Childhood Education: Changing from 65 to 64 credit hours**
  - Program changes support IAI major recommendations
  - ECE 1225- Infant and Toddler Techniques: Title updated to *Infant & Toddler Curriculum*
  - ECE 2201- Administering Childhood Facilities: Credit hours from 4-4-0 to 3-3-0
  - ECE 2202- Childhood Teaching Practicum: Credit hours from 5-0-5 to 4-0-4; title updated to *ECE Asst Teacher Practicum*
  - ECE 2204- Early Childhood Practicum: Credit hours from 5-0-5 to 4-0-4; title updated to *ECE Lead Teacher Practicum*
  - ECE 2208- Early Childhood Teaching Lab II: Credit hours from 5-1-4 to 4-0-4; title updated to *Infant & Toddler Practicum*

- o EDU 2105- Science in the Elementary School: Credit hours 4-3-1 to 3-3-0; title updated to *Science and Math for Children*; course description and outcomes revised.
- o ECE 2209- Internship: Credit hours from 5-0-5 to 4-0-4; title updated to *Elementary Asst Teacher Intern*
- o ECE 2211- Internship II: Credit hours from 5-0-5 to 4-0-4; title updated to *Elementary Lead Teacher Intern*

- ▪ **ECD C353- ECE Level 2 Credential: Changing from 16 to 18 credit hours**
  - o Certificate changes support the Gateway ECE Credentials
  - o EDU 1105- Children Health and Nutrition: Course reuse; title updated to *Health, Safety, and Nutrition*
  - o EDU 1102- Basic Activities for Elem/Sec Schools: Title updated to *Physical Activity for Children*; course description and outcomes revised.
  - o ECE 1204- Childhood Teaching Techniques II: Credit hours from 4-3-1 to 3-2-1; Removing "II" from title
  - o ECE 2213- Child, Family, and Community: New course at 3-3-0.

- ▪ **ECD C354- ECE Level 3 Credential: Remaining at 33 credit hours**
  - o Certificate changes support the Gateway ECE Credentials
  - o ECE 1207- Child Study and Field Observation: Credit hours from 5-2-3 to 3-1-2; title updated to *Child Observation & Assessment*
  - o ECE 1205- Curriculum for Young Children: Credit hours from 4-4-0 to 3-3-0

B. **Decision:** Motion was made by Dean Boyce and seconded by Dean Conn for AALT to approve the TEL D485 CAR forms. All were in favor, and the motion was approved.

Motion was made by Dean Conn and seconded by Dean Tarr for AALT to approve the Health Professions CAR forms. All were in favor, and the motion was approved.

Motion was made by Dean Boyce and seconded by Dean Frederick for AALT to approve the ECE and EDU CAR forms. All were in favor, and the motion was approved.

C. **Action:** Dr. Robb will review the course action request forms with Eva to ensure accuracy and that all program changes are properly documented and supported. Upon signing for approval, the completed CAR forms will be upload to the proper AALT Teams folder for archiving.

University of Southern Indiana's Dual Enrollment Agreement for IECC's Nursing AAS to USI's Nursing BSN

A. **Discussion:** Dean Frederick presented a Dual Enrollment Agreement with the University of Southern Indiana (USI). This agreement would allow students who complete their first year of the AAS in Nursing at IECC to be dually enrolled at USI for progression toward the BSN degree.
B. **Decision:** Motion was made by Dean Tarr and seconded by Dean Boyce for AALT to approve the Dual Enrollment Agreement. All were in favor, and the motion was approved.
C. **Action:** Dr. Robb will review and upon approval, sign the agreement and forward it to Eva Fatheree.

New Building Code Notification Form

    A. **Discussion:** Dr. Robb presented the draft of a new Building Code Notification form, noting it would be a helpful tool for tracking new buildings for schedule builders, HLC, and the Department of Education. Dean Frederick raised a concern that the form should originate from the President's Office, as that office oversees all buildings and physical campus locations. The other Deans agreed with Dean Frederick's comment.

    B. **Decision:** No formal action was taken.

    C. **Action:** Dr. Robb will follow up with Lori Barger regarding AALT's concerns.

Discussion Items

OpenStax Assignable- Revisited from Meeting on December 9th

    A. **Discussion:** Dean Tarr revisited the option of utilizing OpenStax Assignable, which costs $15 per student. A concern was raised that integrating OpenStax Assignable could potentially interfere with IECC's eCampus contract.

    B. **Decision:** None.

    C. **Action:** Dr. Robb and Dean Tarr will discuss this topic with President Simpson.

Policy 800.7 Policy on Evaluating Student Performance- Revisited from Meeting on December 9th

    A. **Discussion:** Dean Boyce revisited Policy 800.7, focusing on defining what constitutes "regular" feedback. The team agreed that feedback should generally be provided within 7–10 calendar days of an assignment's due date. Jessica McDonald recommended adding to the policy that instructors cannot drop students before their submitted work has been graded, ensuring fair evaluation practices.

    B. **Decision:** The team will continue considering how "regular feedback" should be clearly defined, along with other details related to this policy.

    C. **Action:** This item will be revisited at the next AALT meeting on February 19, 2026.

Training for CRM & Closing CRM Tickets (Dean Frederick) – Tabled
Student Code of Conduct (Dean Frederick) – Tabled
GAD Program (Dean Boyce) – Tabled

Adjournment 3:11 pm
Next AALT Meeting on 2.19.26 at 1 pm.