



Academic Affairs Leadership Team
October 21, 2025, 9:00 am
MS Office Teams

Members present: Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Jessica McDonald, Eva Fatheree, Amy Tarr, and Mandy Gre pares.

Absent: Rob Jackman and Kathy Wheeler. **Guest:** Amber Malone.

Department Updates

Dr. Robb:

- Update on meeting dates for the Fall 2025 Semester:
 - AALT Team - November 12 & December 9
 - Deans Meetings (for schedule planning) – November 12 (curriculum committee & Summer/Fall Schedule planning), November 18, & December 16.
- The Deans have been approved to attend the ICCCA Conference in November 2025.

Dr. Conn:

- CETL is collaborating with the Regional Office of Education #12 to begin development on K-12 Professional Development Certificates.
- CETL has a student worker who will be reviewing course shells to assess accessibility ratings. Ally software is being used for this purpose, and faculty can find resources on the CETL website to help create accessible content.
- Dr. Conn and Brandon Weger are applying for a research grant to support the development of AI Tutor Chatbots.

Eva Fatheree:

- IECC's NC-SARA application has been approved!
- November SEPC: IECC PTA to Indiana State University BS in Applied Medicine or BS in Kinesiology Articulation Agreement is signed.
- Eva will meet with the University of Illinois Chicago (UIC) on October 29, 2025, to discuss the Memorandum of Understanding for IECC's Nursing Program to UIC's BSN.

Jessica McDonald:

- Jessica will bring forward any concerns or items raised by faculty that may need to be discussed at AALT. She emails the faculty to request input for items to bring forward.

Amber Malone:

- The Common App is being implemented, and transfer students will be able to begin using it in January 2026. Through the app, students can select the schools they are interested in and then apply directly in the app.

Approval Items

Course and Curriculum

A. **Discussion:** The team reviewed several course action request forms. The following courses were recommended for withdrawal:

- **HUM: 2199**
- **INS: 1101, 1102, 1103, 1123, 1124, 2123, 2124, 1125, 1130, 2125, 2130, 1131, 1132, 2131, 2132, 1143, 1144, 2143, 2144, 1151, 1152, 2151, 2152, 1160, 2113, 2114, 2115, 2116, 2117, 2118**
- **KEY: 2113, 2114, 2115, 2116, 2117, 2118**
- **LIT: 2171**
- **MUS: 1111, 1112**
- **VOC: 2113, 2114, 2115, 2116, 2117, 2118**

The team also discussed whether **PHI 1111, 2101, 2111, and 2121** should be changed to a HUM prefix. Currently, IECC does not have faculty with a Master's degree in Philosophy or at least 18 graduate credit hours in the subject, which is required to teach these courses. Cyndi suggested that changing the prefix could broaden the pool of qualified instructors. Dr. Robb requested a proposal to reflect how changing the prefix to HUM would then impact instructor qualifications to teach these courses. Cyndi is gathering feedback from other community colleges on their rationale for using the HUM prefix for ethics courses and how they determine instructor qualifications.

- B. **Decision:** The CARs were uploaded late to the AALT folder and Dr. Robb along with the other Deans did not have time to review prior to the meeting.
- C. **Action:** These CARs will be revisited at the next AALT meeting on November 12, 2025.

Discussion Items

Test Score Cutoffs

- A. **Discussion:** Amber Malone discussed the Test Score Cutoff document located in the Teams folder. The document needs to be updated to include the new Pre-ACT Secure test, which students in Illinois will begin taking in 10th grade.
- B. **Decision:** Amber will consult with Rena Gower to determine the appropriate test score benchmarks.
- C. **Action:** Amber will draft an updated version of the score cutoffs. This item may be revisited at the next AALT meeting on November 12, 2025.

Course Review Approval Form

- A. **Discussion:** Dr. Conn presented the Course Review Approval Form, which is available in the Teams folder. These online course reviews have evolved into a more extensive course redesign to keep up with the changing technologies. Typically, faculty collaborate with a Board designee—currently Dr. Conn—throughout the review process and the review should reflect a minimum score of 80% from the Online Course Review Checklist (which is based on Quality Matters). The form would be used for tracking purposes to facilitate better communication between CETL and Deans.
- B. **Decision:** The team will review the form and provide feedback to Dr. Conn.
- C. **Action:** This item will be revisited at the next AALT meeting on November 12, 2025.

ILLCO – Tabled

OpenStax Assignable – Tabled

Incomplete Grades – Tabled (draft of an incomplete grade submission form is in Teams for review)

Club Courses – Tabled (Excel file of club course is in Teams for the Deans' review)

Adjournment 10:34 am