



Academic Affairs Leadership Team
October 6, 2025, 9:00 am
MS Office Teams

Members present: Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Rob Jackman, Eva Fatheree, Amy Tarr, and Mandy Grepare.

Absent: Kathy Wheeler.

Guests: Carrie Halbert, Megan Black, and Erin Volk.

Department Updates

Dr. Robb:

- The Academic Affairs Workshop will be held on October 10, 2025, at OCC. During the event, the Deans will facilitate a roundtable discussion focused on exploring faculty perspectives on a four-day class schedule; this change would still maintain a five-day work week.

Dr. Conn:

- CETL Micro Certificates continue to see steady enrollment.
- A Canvas resource page is being continuously developed to provide faculty with accessible teaching tools and materials.
- CETL is making updates to its web page as needed.
- Exploring K-12 Professional Development Certificates with ROE 12.
- CETL has a new student worker who will be reviewing course shells to assess accessibility ratings.
- Dr. Conn will be presenting on AI at the Academic Affairs Workshop.

Rob Jackman:

- Rob participated in the Apprenticeship Forum last week.
- Purchases are being made utilizing Perkins funding.
- Advisory committees will begin meeting soon.
- Quarterly reporting to ICCB for Perkins will begin soon.

Eva Fatheree:

- The 12-month enrollment survey has been submitted. Work is ongoing on the Cost and Completions survey.
- The Deans will pick up their syllabi for Program Review 2026 from Eva at the Academic Affairs Workshop. The data for the review comes from Brandon Weger, and Dr. Robb will submit a request for that information.

Megan Black/Erin Volk:

- Megan and Erin have begun visiting high schools to conduct Dual Credit course reviews and instructor observations. There are approximately 60 Dual Credit instructors participating in this process. The observation form can be found in the Teams folder.
- The Dual Credit team is also seeking faculty feedback on the content of Dual Credit courses.

Carrie Halbert:

- PACE Workshops are currently being held across the campuses.
- Diesel Day is scheduled for November 5, 2025, and an Agriculture event is being planned for December 2025.

Cyndi Boyce:

- LIT 2171 Topics in Literature was recommended for withdrawal during Program Review 2025. English faculty have suggested offering the course as a professional development opportunity for faculty through CETL.

Approval Items

Courses for Approval

- A. Discussion:** The team reviewed the following course action request forms:
 - a. EDU 1615 Theories of Learning for a title change.
 - b. FYE 1198 College Success for an update to the prefix and title.
 - c. FYE 1199 Professional Career Development for an update to the prefix, title, course description and student learning outcomes.
- B. Decision:** AALT approved the submitted course action request forms.
- C. Action:** Dr. Robb will review the course action request forms, and upon approval, Mandy will forward them to Eva.

OCC Cosmetology School Lice Policy

- A. Discussion:** Amy proposed a new lice policy for the OCC Cosmetology School. Dr. Frederick recommended expanding the scabies section of the policy to include any suspected contagious skin infections.
- B. Decision:** Amy will incorporate the recommended changes into the policy.
- C. Action:** This item will be revisited at the next AALT meeting on October 21, 2025.

Online Course Approval Form - Revisited from Meeting on September 23rd

- A. Discussion:** Dr. Conn presented the revised Online Course Approval Form, which incorporates the changes recommended during the previous AALT meeting.
- B. Decision:** AALT approved the revised Online Course Approval Form.
- C. Action:** None.

Discussion Items

Incomplete Grades

- A. Discussion:** The team discussed concerns regarding the use of incomplete grades. The Deans are requesting to review the incomplete grade rationale when submitted by the faculty. A recommendation was made to require Dean approval before an incomplete grade is posted. Robert will speak with Lori Barger to determine if a form previously existed for this purpose.
- B. Decision:** Robert will follow up with Lori Barger regarding any existing form for Dean approval of incomplete grades. The team will explore the development of a procedure to formalize this process.
- C. Action:** This item will be revisited at the next AALT meeting on October 21, 2025.

Dean Meetings with Faculty

- A. Discussion:** Dr. Robb requested updates on how the Deans are meeting with their faculty. Robert meets with his faculty biweekly via Teams and reports strong participation. Cyndi also uses Teams for her meetings and is preparing for a program review kickoff on October 24, 2025. Amy meets with her faculty in person occasionally and holds departmental meetings through Teams. Dr. Frederick continues to hold regular departmental meetings.
- B. Decision:** None.
- C. Action:** None.

Faculty Representation at AALT

- A. Discussion:** Dr. Robb initiated a discussion about including faculty representation at AALT. Cyndi recommended a two-year term for representatives, while Dr. Frederick suggested a one-year term. Dr. Conn also recommended including an adjunct faculty representative.
- B. Decision:** Jessica McDonald will transition from SEPC to AALT as a faculty representative for this academic year.
- C. Action:** Mandy will send Jessica an invitation to the next AALT meeting on October 21, 2025.

Academic Standards Committee - Revisited from Meeting on September 23rd

- A. Discussion:** The team revisited the idea of forming a district-wide Academic Standards Committee. It was recommended that the committee include a set number of seats per meta-major, along with representation from advising and financial aid. To ensure clarity and consistency, a set of guidelines will be developed outlining member expectations and decision-making processes. Dr. Frederick also recommended appointing an administrative assistant to support the committee.
- B. Decision:** Dr. Robb will draft an outline of guidelines for the committee and send it to the Deans for review. A separate meeting will be scheduled to discuss the item in further detail.
- C. Action:** None.

Curriculum Committee - Revisited from Meeting on September 23rd

- A. Discussion:** The team revisited the idea of forming a district-wide Curriculum Committee, with representation from each campus and both Transfer and CTE areas. To ensure clarity and consistency, a set of guidelines will be developed outlining member expectations and decision-making processes.
- B. Decision:** Dr. Robb will draft an outline of guidelines for the committee and send it to the Deans for review. A separate meeting is scheduled for November 12th to discuss the item in further detail.
- C. Action:** None.

ILLCO – Tabled

OpenStax Assignable – Tabled

Adjournment 10:30 am