Division Meeting Minutes

Date:	Tuesday, October 6, 2026
Time/Location:	1:00 pm – 2:30 pm at LTC
Facilitator:	Dr. Cathy Robb, VCAA
Attendees:	Dean Richards, Dean Tarr, Dean Sigler, Dean Frederick, Rob Jackman, Eva Fatheree, Dr. Mike Conn, Kathy Wheeler, Jamie Carman, and Andy King
Ex Officio:	Megan Black, Wain Davis, and Erin Volk
Guest:	Cassandra Goldman
Recorder:	Mandy Grepares

Meeting Summary

The AALT Division Meeting focused on curriculum and course updates, Canvas enhancements, CTE general education requirements, Program Review 2027 planning, and financial aid-related program requirements. Members unanimously approved all proposed course and curriculum changes, revisions to Procedure 100.16.1, and new partnership agreements with Grand Canyon University and the University of Evansville. Key follow-up items include reviewing CTE general education requirements for ICCB alignment and completing Program Review 2027 data and syllabus submissions by upcoming deadlines.

Key Focus Areas

- Course & Curriculum Changes
- University Partnership Agreements
- Program Review 2027
- Canvas Options
- Career and Technical Education (CTE) General Education Requirements
- Equipment listed as a Program Requirement for Financial Aid

Upcoming Deadlines

- Program Review 2027 data is due to Dr. Robb by November 1st, and reviewed syllabi are due to Eva Fatheree by December 1st.

SEPC Items:

- Submit Procedure 100.16.1 for Complaints from Students for the November SEPC meeting (Dean Goldman)

- Submit Procedure 500.5.3 to remove ENG 1101 from the AP Table; this will be reflected in the Procedure listing and in the catalog AP Table.
- Grand Canyon University Concurrent Enrollment Pathway Agreement for Nursing.

Agenda Items

1. Dr. Conn – Additional Canvas Options

Discussion

- Dr. Conn shared a first read of a similarity pledge and an academic integrity pledge that students would acknowledge prior to submitting assignments. The pledges affirm that submitted work is the student's own original work. Research supports that by having the student acknowledge a pledge before submitting work in an LMS, it makes the student more aware of the importance of academic integrity.

- Dr. Conn discussed the potential implementation of New Quizzes in Canvas. The new quiz format offers additional functionality and more dynamic assessment options. New Quizzes are also compatible with accessibility readers.

Action Items

- AALT will review and provide additional input on the academic pledges as presented by Dr. Conn.

- Dr. Conn will continue testing New Quizzes to ensure they function properly in Canvas and will explore the process of converting classic quizzes to new quizzes so faculty will have options.

2. Dean Richards and Dean Tarr – CTE General Education Requirements

Discussion

- The IECC Catalog currently states that CTE students must complete at least 9 credit hours in communications and science and/or math, 3 additional general education credit hours, and 3 credit hours in social science and/or humanities, for a total of 15 general education credit hours.
- ICCB guidelines per Administrative Rules Section 1501.302 reflects that for the AAS students must complete at least15 general education credit hours consisting of coursework in communication, arts & humanities, social and behavioral sciences, and mathematics and science.

Action Items

- Dean Richards and Dean Tarr will draft a proposal for AALT to review a potential catalog revision to align IECC's requirements with ICCB guidelines for CTE General Education requirements.

3. Approval Items

Discussion

- **Course Revisions**
  - ECE 1251- Topics in Early Childhood Ed: Title change from Topics in Behavior Management; Credit/lec/lab reduced from 3-3-0 to 1-1-0; updating course desc, SLOs, recommended textbooks, and topical outline
  - ENG 1207- Writing for Media: Course prefix change from BRD 1207; Impacts: Program Outlines - RADIO D255, MEDIA D251, MEDIA D256, MEDIA C254
  - GAD 1201- Computer Graphic Fundamentals: Removed the lab; changes to Curriculum; updating course desc, SLOs, and topical outline
  - GAD 1211- Intro to Graphic Design: Title change from Computer Graphic Applications & changes to Curriculum; removed the lab; updating course desc, SLOs, and topical outline
  - GAD 2225- Typography: Title change from Typography I & changes to Curriculum; removed the lab; updating course desc, SLOs, and topical outline
  - GAD 2230- Digital Imaging: Removed the lab; changes to Curriculum; updating course desc, SLOs, and topical outline
  - PSY 1201- Introduction to Counseling: Revising from 4 cr/3 lec/1 lab to 3 cr/3 lec/0 lab; removing the lab; removing the variable; removing repeatability

- **Course Withdrawals**
  - ECD 1232 and 1257: These courses are not part of the ECE D355 program
  - ECE 1231, 1253, and 1255: These courses are not part of the ECE D355 program
  - ENG 1101- Introduction to Composition: No longer needed as a co-requisite; Impacts: AGS D595 program outline; AP table, page 235 in IECC Catalog.

- KEY 1103 and 1104: Faculty deemed these courses unnecessary at the 2-year level.
- LSC 2114- Intro to Pathophysiology: With due to low enrollment and not offered in degree paths.

- **Procedure 100.16.1 Procedure for Complaints from Students (Dean Goldman)**
  - Revisions were made to position titles and administrative review processes. Complaints will be reviewed during the first quarter of the following calendar year. Additionally, students retain the right to obtain legal counsel if they choose.

- **Concurrent Enrollment Pathway (CEP) Agreement with Grand Canyon University (GCU) for the Nursing Program**
  - The agreement allows students to be concurrently enrolled in both GCU's BSN program while completing their AAS degree with IECC. GCU also offers a discounted tuition rate for CEP students while they are enrolled at IECC.

- **Guaranteed Admission Agreement with University of Evansville (UE)**
  - The agreement allows students who have completed any of IECC's associate degree programs with a GPA of 2.50 or higher to receive guaranteed admission to UE. The agreement includes all IECC academic programs that can lead to a Bachelor's degree at UE, with the exception of Music, Theatre, and Nursing.
  - Students will be awarded a minimum UE academic scholarship of $20,000 per year ($10,000 per semester) for up to five semesters.

Action Items

- All approval items (as listed above) were approved by a unanimous vote by all AALT members. The course & curriculum changes will be approved pending final review by the VCAA and approval signature on the CAR forms to authorize the changes. The procedure will be forwarded to SEPC for approval.

4. Dr. Robb – Materials/Equipment as Program Requirements for Financial Aid

Discussion

- For materials and equipment to be eligible for financial aid, they must be identified in the Catalog as required components of a program.

Action Items

- Dr. Robb asked the Deans to consider any program-specific materials and equipment requirements for inclusion in the next Catalog submission cycle.

5. Eva Fatheree – Program Review 2027

Discussion

- The Deans discussed holding a faculty retreat day to review syllabi with faculty members as part of the Program Review 2027 process.

- The Deans will discuss this option with their faculty during the October 9th Academic Affairs Workshop.

Action Items

- Program Review 2027 data is due to Dr. Robb by November 1st, and reviewed syllabi are due to Eva Fatheree by December 1st.

Action Item Tracker

Task	Owner	Deadline	Status
CTE Gen Ed Requirements	Dean Richards and Dean Tarr	November 12th	Due November 12th for next AALT meeting
Program Review 2027 – Data Sets	Dr. Robb and Brandon Weger	November 1st	In Progress
Program Review 2027 – Syllabi Review	Deans and Faculty	December 1st	In Progress
Procedure 500.5.3	Dr. Robb	October 28th	Due to November SEPC

Additional Announcements

Course Revisions and Revised Course and Curriculum Action Request Forms (C. Robb)

- All Spring 2027 schedule changes will be submitted utilizing the course revision form on Microsoft Forms. The link will be shared with the team. This will provide a tracking system to ensure all schedule changes get approved, entered and followed up efficiently.
- The revised course and curriculum action request forms have been posted on Entrata/Intranet, under FORMS>DEANS.

Faculty Representative (A. King)

- Faculty inquired about updates to the Spring 2027 schedule.
    - Dr. Robb reported that the schedule is now live, and the PDF schedule posted on the website is updated every 24 hours.
    - Andy also inquired about having the search feature enabled on the schedule posting. Dr. Robb will follow up.

Dual Credit (M. Black and E. Volk)

- SEPC approved a two-year pilot program for home-schooled students to access dual credit courses.
    - The program will start in Spring 2027 and allow home-schooled students to obtain up to 24 credit hours at a reduced rate.

TRIO (W. Davis)

- TRIO advisors are available to assist with academic advising appointments, except for international students.
- During advising appointments, students may be evaluated for TRIO eligibility.
    - To be eligible, students must be enrolled at IECC and be a U.S. citizen or permanent resident. In addition, students must meet at least one of the following criteria:
        - Be a first-generation college student
        - Demonstrate low income
        - Have a documented disability

Adjournment

Meeting concluded at: 2:50 pm

Next Meeting ~ Thursday, November 12th @ OCC at 1 pm.