

Academic Affairs Leadership Team
October 7, 2024
9am via Zoom

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Michael Conn, Dr. Sharmila Kakac, Rodney Raney, and Tara Farleigh (Recorder).

Department Updates

Dr. Bruinsma reported:

- 1) Dr. Bruinsma gave an HLC update with most of the criteria completed and working on evidence linking. The Assurance Argument will be released today for employees to view. A survey link has been sent to students to complete; link will be open until October 16.

Dr. Kakac reported:

- 1) The Noncredit grant is due Friday, October 11. (\$105,000)
- 2) Employment Workshop is scheduled for October 17 and a Career Fair at WVC is October 8.
- 3) Faith Ritchie has replaced Claire Vaughan as an SBDC consultant. She will be located in Lawrenceville.
- 4) IAAP Aggregate Mining – Laurie Taylor has an informational meeting scheduled at the end of October.
- 5) We have a fully executed contract with NIU to be an OSHA Training host site.

Rodney reported:

- 1) FY25 ICCB IBT grant is due tomorrow, October 8.
- 2) Community Employment Workshop will be held at OCC tomorrow from 9am – 1pm.
- 3) Career Fair and Community Employment Workshop will be at WVC on October 18.
- 4) Transition Academy will be virtual on October 16 and in-person in Bloomington on October 30.

Dr. Conn reported:

- 1) A committee recently met to discuss Academic Affairs employee recognition awards for excellence.
- 2) Quality Matters have been renewed – Dr. Conn will be the contact person for QM.
- 3) New course design – four have been reviewed; one completed by Kelly Payne.

Dr. Edgren reported:

- 1) Pavilion naming will be this Friday, October 11 at 9am.
- 2) The Gas, Utility Construction & Service program was approved and will be posting the full-time instructor position soon. A job requisition form and job description will need to be submitted to Human Resources for approval to post this position.
- 3) Student Housing agreement – This agreement is still being discussed with Business Operations Division.
- 4) Visa cards will replace the American Express cards effective January 2025.
- 5) Signal Vine will be discontinued June 2025. CRM Advise will plan for a replacement.
- 6) Coordinator of Marketing and Public Information position has been posted.
- 7) FCC Head Volleyball Coach/Student Life Coordinator position has been posted.
- 6) A meeting has been scheduled to discuss cost saving measures for the district prior to the November SEPC meeting.
- 7) Guided Pathways are moving forward. STEM will be the first pathway to be viewed by Dr. Paul Bruinsma and Cyndi Boyce.
- 8) Dr. Edgren gave an update on faculty negotiations and grievances.

Approval Items

Educational Technology Specialist – Job Description

- A. **Discussion:** Dr. Conn presented a revised job description for the Educational Technology Specialist. Since the Title III grant ended September 30, 2024, this position was moved to CETL. Functions added were to give support and problem solving of distance learning classrooms and become the point person for any Help Desk inquiries for the CETL Department. This position will help with mobile labs and editing course design as well.
- B. **Decision:** AALT approved this document and will be presented at SEPC.
- C. **Action:** Document will be presented at the December SEPC meeting.

IECC Academic Librarian – Job Description

- A. **Discussion:** Dr. Bruinsma presented the job description for the IECC Academic Librarian. The CAO Team added:
 - Essential Functions: Develop and implement a process to reclassify or remove material that contains out-of-date information, techniques, or regulations.
 - Licenses, Certification, etc.: Member of the Illinois Library Association (IECC is looking at institutional/college memberships for this).The reporting structure for this job description will need further discussion.
- B. **Decision:** This item will be brought back to SALT to discuss the reporting structure and then to SEPC for further discussion.
- C. **Action:** None

Policy/Procedure 800.1 Educational Curriculum and Course Development

- A. **Discussion:** Dr. Bruinsma presented both Policy and Procedure 800.1 Educational Curriculum and Course Development.
- B. **Decision:** AALT approved both documents and will be presented at SEPC.
- C. **Action:** Both documents will be presented at the December SEPC meeting.

Procedure 500.30 Withdrawal Procedures

- A. **Discussion:** Item tabled, no change to this document.
- B. **Decision:** AALT will look at this document at a later date.
- C. **Action:** None.

Faculty Handbook

- A. **Discussion:** Dr. Bruinsma presented the IECC Faculty (full and part-time) Handbook 2024-2025.
- B. **Decision:** AALT approved the document and will be presented at SEPC.
- C. **Action:** Document will be presented as an informational item at the December SEPC meeting.

Facility Usage Agreement – Radiography (Energized Lab Access)

- A. **Discussion:** Dr. Bruinsma presented the Facility Usage Agreement.
- B. **Decision:** AALT approved the document and will be presented at SEPC.
- C. **Action:** Document will be presented at the November SEPC meeting.

Informational/Discussion Items

Course Design Process

- A. **Discussion:** Dr. Conn presented this process his team is considering and asked for input.
- B. **Decision:** Dr. Conn will review this process at a future AALT meeting.
- C. **Action:** None.

AALT Logo Designs

- A. Discussion:** Dr. Conn presented logo designs that were developed by Cameron Ireland. The team gave suggestions for logo designs.
- B. Decision:** A second draft of designs will be presented at the next team meeting.
- C. Action:** None.

FY26 Budget Reductions

- A. Discussion:** Dr. Edgren informed the team that a meeting will take place prior to the November SEPC meeting to discuss cost saving measures for the district.
- B. Decision:** Dr. Edgren charged the team to bring cost saving ideas for each department to the next team meeting for discussion.
- C. Action:** None.

IECC to Eastern Pathways

- A. Discussion:** A MOU was recently signed between IECC and Millikin University for a partnership designed to make earning a four-year degree more accessible, affordable and achievable for students. The MOU provides for guaranteed admission for IECC students who apply to Millikin, guaranteed transfer of IECC credits, and a two-year (four semester) timeline to earning their bachelor's degree upon transfer.
- B. Decision:** AALT approved the IECC and Millikin partnership.
- C. Action:** None.

Adjournment 10:01am