



Academic Affairs Leadership Team November 12, 2025, 10:00 am MS Office Teams

Members present: Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Rob Jackman, Kathy Wheeler, Amy Tarr, and Mandy Gre pares.

Absent: Eva Fatheree and Jessica McDonald. **Guests:** Megan Black, Erin Volk, and Curtis Miller.

Department Updates

Dr. Robb:

- **Deans** - A program review timeline (Excel file) is available in Teams to track the submission of program review templates.
- **Deans** - review the club classes spreadsheet in Teams to determine which courses are currently being utilized and to identify those that need to be withdrawn.

Dr. Conn:

- A CETL Professional Development Online Series is scheduled for January 9, 2026, from 9:00 a.m. to 12:00 p.m.
- CETL will launch two new courses in Spring 2026: Leadership for Education and Theories of Learning.
- InstructureCon (Canvas conference) will be in Louisville, KY, from July 21–23, 2026. Requesting for IECC faculty/staff to attend for Canvas training on updates.

Rob Jackman:

- The Comprehensive Local Needs Assessment (CLNA) is due March 12, 2026. The CLNA will help identify core issues in programs requiring additional support, based on local job market needs.
- Faculty have the opportunity to apply for a 5-day externship, which includes a \$1,500 stipend and \$750 for travel. Rob will draft communication for the Deans to share with their faculty.

Megan Black/Erin Volk:

- Dual Credit team will meet with Dr. Robb on November 14, 2025, to discuss needs for SP26.
- DC team met with Fairfield Community High School (FCHS) regarding concerns about limited CTE options following the discontinuation of FCC's Automotive program. Potential alternatives presented included Business & Industry, Welding, and the expansion of Health Occupations. FCHS will survey students to determine further interest in these options.

Curtis Miller:

- Collaborating with HR to develop a Faculty Event Planning Form. Faculty will be encouraged to complete this form if they are interested in hosting an event.
- Expressed interest in participating in Program Review to help promote programs with low enrollment.

- Carrie Halbert is working on a procedure for campus tour sign-ups.
- A list of upcoming events is available in the Teams folder.

Approval Items

Course and Curriculum

- A. Discussion:** The following courses were recommended for withdrawal based on Dean Boyce's program review. Courses are not currently being used or there are other courses that will better serve student enrollment needs:

- **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**

Discussion continued regarding whether the **PHI 1111, 2101, 2111, and 2121** course prefixes should be changed to the HUM prefix. Dean Boyce withdrew this request, reflecting the proposed change was unnecessary based on data gathered and benchmarking against other community colleges. The recommendation is to pursue securing the proper faculty academic credentials to support using the PHI prefix.

CMT course revisions were tabled until the next AALT meeting due to syllabi not being completed to support the revisions.

Curriculum revision was recommended for Ag Tech / Business and Production: Ag elective will replace the social science general education elective in the fourth semester. This change will still maintain the Ag degrees (AGB D115 & AGP D125) at 19 general education hours due to the prior approval of AGP 1215 World Crop Production as a general education human diversity course.

- B. Decision:** Motion was made by Dean Conn and seconded by Dean Boyce for AALT to approve the submitted CAR forms (except for the PHI and CMT courses) and to approve the Ag program changes. All were in favor and the motion was approved.
- C. Action:** Dr. Robb will review the course action request forms, and upon signing, Mandy will forward them to Eva. The CMT courses will be revisited at the next AALT meeting on December 9, 2025.

Online Course Review Form – Revisited from Meeting on October 21st

- A. Discussion:** Dr. Conn revisited the Online Course Review Form, which is available in the Teams folder. This document supports Dr. Conn tracking online courses that are up for review with the CETL.
- B. Decision:** AALT approved the revised form.
- C. Action:** None.

Spencer Foundation Grant

- A. Discussion:** Dr. Conn is applying for the Spencer Foundation Grant to develop AI Tutor Chatbots. Brandon Weger will collect data, and Cameron Ireland will build the chatbots.
- B. Decision:** AALT approved Dr. Conn's application for the grant.
- C. Action:** Dr. Conn will review the grant submission paperwork with Dr. Robb for final submission approval.

Policy/Procedure 800.1

- A. Discussion:** Dr. Robb presented Policy and Procedure 800.1 for review by AALT. Input on the procedure are as follows:
 - a.** Concern was raised if having the VCAA approve all advisory committee members is too big of a task and if this should stay with the Deans.
 - b.** Concerns were discussed about requiring the advisory committees to meet twice a year and if this would have a negative impact on participation. The suggestion was made if input could be gathered via a fall survey or a more informal method then have a follow-up meeting in the spring.
 - c.** Question was raised about who is responsible for submitting the Advisory Committee Annual Report. Is this the Deans or the Program Director of Perkins?
- B. Decision:** No formal action was taken.
- C. Action:** Dr. Robb will forward the team's input with Dr. Gower for further discussion.

Satisfactory Academic Progress (SAP) Appeal Process

- A. Discussion:** Dr. Robb presented the current SAP Appeal Process. The team noted limited academic representation on the appeal committee. Recommendations included replacing "AHS" with "Health Professions" and removing the student ambassador role, suggesting it be replaced with "member of AALT."
- B. Decision:** No formal action was taken.
- C. Action:** Dr. Robb will forward the team's input with SALT.

Procedure 100.16.1

- A. Discussion:** Dr. Robb presented Procedure 100.16.1, which outlines the student complaint procedure, requesting a review of Step 1.
 - a.** Step 1 of the student complaint procedure includes: "Students must attempt to resolve the matter informally by meeting with their instructor or service provider."
 - b.** Review included a discussion of how we define a "meeting." With online courses and hybrid courses, we should provide students with more flexibility in attempting to resolve an issue informally.
 - c.** The team recommended revising Step One to reflect the following: "Students must attempt to resolve the matter informally by **communicating** with their instructor or service provider."
- B. Decision:** Motion was made by Dean Conn and seconded by Dean Boyce for AALT to approve the proposed procedure changes. All were in favor, and the motion was approved.

- C. **Action:** Dr. Robb will submit these recommendations to Lori B for review and then to SALT to review.

Discussion Items

Illinois Community Colleges Online (ILCCO) – Revisited from Meeting on October 21st

- A. **Discussion:** ILCCO is a membership organization, and part of ICCB, available to all community colleges in Illinois. It aims to enhance the quality of online learning and broaden online course offerings through course sharing among colleges. The goal is to offer online classes and provide additional courses to our students at IECC. Robert expressed interest in utilizing this service more frequently. Dr. Conn recommended introducing a few unique offerings and evaluating their success on the portal.
- B. **Decision:** Dr. Conn will email the team additional information on ILCCO.
- C. **Action:** None.

Faculty Work Study Students

- A. **Discussion:** The team discussed concerns about faculty having work study students complete inappropriate tasks.
- B. **Decision:** Dr. Robb will review the work study student responsibilities will Financial Aid.
- C. **Action:** This item will be revisited at the next AALT meeting on December 9, 2025.

Final Exam Schedule - Change Request

- A. **Discussion:** AALT discussed the Final Exam Schedule Change Request Form (posted in Teams). This is a fillable version of the form that can be used across all campuses to support consistency in students submitting requests to take a final exam at a different day/time. Dr. Robb reminded the Deans that students must demonstrate an extreme hardship to request a change to their scheduled final exam day. All requests must be submitted through the Dean's office.
- B. **Decision:** Any student requests to take an exam at a time other than reflected on the official exam schedule, must be submitted on this form and submitted to the appropriate Dean for review.
- C. **Action:** None.

OpenStax Assignable – Tabled
Incomplete Grades – Tabled
Class Absence Forms – Tabled
Policy 800.7 – Tabled
Training for CRM – Tabled
Closing CRM Tickets – Tabled
Student Code of Conduct – Tabled

Adjournment 12:00 pm

Next AALT Meeting on 12.9.25