

**Academic Affairs Leadership Team
November 18, 2024, 9am
Mason Hall Conference Room via Zoom**

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

Department Updates

Dr. Conn reported:

- 1) The honorable dismissal of Ken Anderson as CETL Instructional Designer effective November 15, 2024, was board approved.
- 2) Currently five instructors are completing course review for CETL.
- 3) The first CETL podcast is complete, and new topics will be discussed in the future.
- 4) A Job Requisition Form has been created and submitted to replace the Educational Technology Specialist position.

Rodney reported:

- 1) WIOA has provided a supplemental grant of \$7,300 to purchase supplies to aid in the budget cuts in Adult Education. Rodney will begin ordering supplies later this week.
- 2) The next Career Job Fair will be on February 27 at FCC and March 25 at LTC.
- 3) Rodney gave an update on Enrollment Management Team including ICAPS and IBT grant.

Dr. Kakac reported:

- 1) A recommendation to hire Jody White as the JTED Grant Project Manager will go to the November board for approval. Lab equipment will be delivered at the end of December.
- 2) National Apprenticeship Week is November 17-23, 2024. Libby Lingafelter, Rob Jackman and KaRissa Miller will be hosting a presentation at the Learning Commons on November 20 at noon.
- 3) Program Director, EP – Discussion about hiring a part-time position 20 hours/week to help in the workload.

Dr. Bruinsma reported:

- 1) The CAO Team will be meeting on Wednesday at WRC.
- 2) Dr. Bruinsma gave an update on the upcoming HLC visit scheduled December 2-3, 2024.
- 3) The Mathematics Major Transfer Pathway is completed. Faculty provided valuable input and participation. The Music Transfer Pathway is currently the next pathway to be completed.
- 4) A process for Advisory Committees throughout the district is being planned so all committees will be consistent. More details will be forthcoming when available.
- 5) The Gas and Utility Construction Advisory Committee will be meeting today at 11:30am.

Dr. Edgren reported:

- 1) A budget reduction meeting along with Program Viability was held at the District Office recently.
- 2) The November Board of Trustees meeting is tomorrow evening at LTC.

Approval Items

Policy/Procedure 500.14 Tuition Waivers

- A. Discussion:** Dr. Conn presented the team with a draft of language modifications to Policy/Procedure 500.14 Tuition Waivers. A solution will be to add a line that exempts CETL courses (EDU 1600-type courses) required for employment/onboarding purposes for adjuncts with tuition waived.
- B. Decision:** Required edits are needed before AALT approval.
- C. Action:** Document will be resubmitted to AALT in December for approval.

Informational/Discussion Items

Academic Affairs Mission Statement

A. Discussion: After several team discussions, a mission statement was developed. It reads: “The Academic Affairs Division drives academic excellence by fostering rigorous and innovative curricula, supporting faculty development, and ensuring programs align with transfer pathways, workforce needs, and lifelong learning goals. Through its commitment to quality and continuous improvement, the division prepares students to excel in their careers, advance through seamless transfer opportunities, and contribute meaningfully to their communities.”

B. Decision: AALT will send any edits/changes to Dr. Edgren where the team will approve the mission statement via email.

C. Action: AALT Mission Statement will be presented at the December SEPC meeting.

Policy/Procedure 800.1 Educational Curriculum and Course Development

A. Discussion: Dr. Edgren presented the Policy/Procedure 800.1 Educational Curriculum and Course Development. He asked the team to view the documents and provide edits including referencing manuals.

B. Decision: The team will revisit this document at a later date.

C. Action: None

Non-Credit (Profitable Data Sheet)

A. Discussion: Sharmila discussed the recent change required by the District Office to provide additional information such as sign-in sheets and registration forms for some non-credit classes. This change is impacting on the Business and Industry and Mining and Industry Training Departments.

B. Decision: Dr. Edgren suggested scheduling a meeting with him, Sharmila, and Bonnie, to talk about this new requirement.

C. Action: None

Adjournment 10:05am