



Academic Affairs Leadership Team ~ Meeting Minutes
December 9, 2025, 9:00 am
MS Office Teams

Members present: Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Rob Jackman, Kathy Wheeler, Eva Fatheree, Jessica McDonald and Mandy Grepares.

Absent: Amy Tarr.

Guests: Amber Malone, Megan Black, and Erin Volk.

Updates/Discussion Items

Dr. Robb:

- Steve Patberg will roll the schedule for summer and fall 2026, excluding instructors, cross-lists, dual credit, and Y-term. CRNs will start over with 10001 for Summer 2026 and 30001 for Fall 2026.
- AALT 2026 meeting invitations will be sent out before the holiday break.

Dr. Conn:

- Online class Canvas template has been updated and will be visible on instructors' dashboards. This is an optional blueprint shell to support a class build in Canvas. Faculty will be emailed from the CETL to communicate this update with guidance on how to use the new shell.
- Deadline is April 24, 2026, to comply with ADA Title II digital accessibility rules which require digital content to be accessible from the start to ensure equal access for all people with disabilities.
 - Ally software in Canvas continues to be utilized to support meeting the accessibility requirement.
 - A video on this topic will be provided at the Spring 2026 Faculty Workshop for all Deans to include in their faculty meeting.

Rob Jackman:

- The Process Tech Advisory Committee met at LTC on December 3, 2025. The committee addressed questions related to emerging technologies.
 - There was good representation from B&I, with discussion focused on AI use.
 - Some advisory members were not in attendance. Rob plans to reach out to potential partners to encourage greater participation.

Eva Fatheree:

- AALT was informed that the course and curriculum approval process documents have been updated. These documents are available on the intranet and in the AALT Teams folder.
- A student complaint log for Fiscal Year 2026 has been created in Teams to track formal written complaints. The log will be pinned at the top of the AALT Teams channel as an ongoing way to log complaints during the fiscal year.

Jessica McDonald:

- Faculty raised concerns about the impact of online courses on face-to-face offerings, as well as the volume of dual credit online courses.
 - Dean Boyce confirmed that no additional online sections are planned. Advisors are being directed to encourage enrollment in face-to-face sections.
 - **Action Item** – Dr. Robb will hold a faculty open forum discussion regarding online class offerings in Spring 2026.
- **Action Item** to address faculty concerns regarding Entrata not reflecting stacked classes.
 - The Academic Affairs team will email faculty about any of their courses being stacked. The email will also provide guidance on how to re-direct these courses to have the stacked courses reflect one Canvas shell.
- Jessica requested that synchronous classrooms be checked for updates prior to the start of the Spring 2026 semester.

Approval Items

Course and Curriculum

- A. **Discussion:** The team reviewed the following Course Action Request (CAR) forms:
 - CMI 1204 to CMI 1644 to align with PCS changes
 - CMT 1200, 1270, and 2295 for title changes
 - CMT 2200 to reinstate a previously withdrawn course
- B. **Decision:** Motion was made by Dean Boyce and seconded by Dr. Conn for AALT to approve the submitted CAR forms. All were in favor, and the motion was approved.
- C. **Action:** Dr. Robb will review the course action request forms, and upon signing, will upload them to the Teams folder.

NEW - Associate of Applied Science (AAS) in Business Administration

- A. **Discussion:** Dean Conn presented a proposed new AAS in Business Administration degree, recommended by the Business faculty. The program reflects the general education courses, with a business core and three – 15 credit hour concentrations for students to select their interest in areas of: Accounting, Marketing, and Organizational Leadership. Development of the degree is ongoing as other concentrations may be developed in the future.

New AAS in Business Administration degree will incorporate many business classes already in the catalog, but it will include 6 new courses and 5 course revisions (title changes, credit hour changes, and/or content updated) to support the new degree plan.

Upon approval of this new AAS in Business Administration, the current business AAS degrees will be taught out and sunsetted.

- B. **Decision:** Motion was made by Dean Boyce and seconded by Dr. Conn for AALT to approve the new proposed AAS Business Administration degree. All were in favor, and the motion was approved.
- C. **Action:** Dr. Robb will forward the curriculum proposal to SEPC for review.

Transfer Pathways

- A. **Discussion:** Dr. Robb presented the updated Transfer Pathways list, available in the Teams folder. Key points included:
 - ACC 2101 and 2102 will be submitted for IAI approval in Spring 2026 to move from 4 to 3 credit hours.
 - BRD 1207 will be submitted for IAI approval in Spring 2026.
 - BMK 1203 will be submitted for IAI approval in Spring 2026 to move from 2 to 3 credit hours.
 - The Computer Science (CS) Pathway was tabled due to lack of faculty to support CS courses.
 - The Earth Science Pathway was tabled due to insufficient data to support the pathway
 - The Secondary Education Pathway was replaced with a certificate option.
- B. **Decision:** Motion was made by Dean Conn and seconded by Dean Boyce for AALT to approve the Transfer Pathways. All were in favor, and the motion was approved.
- C. **Action:** Dr. Robb will forward the Transfer Pathways listing to the January 2026 SEPC meeting for review.

Incomplete Grades-Revisited from Meeting on November 12th

- A. **Discussion:** The team revisited concerns regarding the incorrect use of incomplete grades and the lack of Dean notification when the incomplete grades are submitted.

Dr. Robb discussed a form for faculty to complete when requesting an incomplete grade, but the suggestion was made for the current incomplete grade form in Entrata be forwarded to the appropriate Dean when submitted. Currently, when an incomplete grade is submitted in Entrata, Deans are not notified.

Dr. Robb will consult with Jeff Gumbel about implementing a process to notify the Dean when an incomplete grade is submitted via Entrata.
- B. **Decision:** No formal action was taken.
- C. **Action:** Dr. Robb will follow up with Jeff Gumbel to explore how the incomplete grade submission in Entrata can be routed to the Dean or the VCAA for review and follow up. This item will be reviewed with an update at the next AALT meeting.

Test Score Placement-Revisited from Meeting on October 21st

- A. **Discussion:** Amber Malone presented the proposed Test Score Placement document located in Teams. Recommendations include:
 - Raising PSAT scores to align with SAT college-ready benchmarks.
 - Sentence Skills: Raise PSAT score from 430 to 480.
 - Reading Comprehension: Raise PSAT score from 430 to 480.
 - Math: Raise PSAT score from 480 to 530.
 - Raising ACT scores to match recommended college-ready scores published by ACT for 2025.
 - Sentence Skills: Raise ACT score from 18 to 22.
 - Reading Comprehension: Raise ACT score from 21 to 22.
 - Math: Raise ACT score from 21 to 22.
 - Pre-ACT Secure test scores added, matching ACT benchmarks.
 - Sentence Skills: 18
 - Reading Comprehension: 22

- Math: 22
Dean Boyce recommended adding more definitions for ACCUPLACER scores related to corequisites.
- B. Decision:** AALT voted to adopt the test score placement recommendations as presented by Amber Malone.
- C. Action:** Dean Boyce will collaborate with Jamie Carman to update the document with ACCUPLACER changes.
The test score spreadsheet will be updated and distributed to the academic advisors by February 1, 2026.

Policy 800.7 Policy on Evaluating Student Performance- Revisited from Meeting on November 12th

- A. Discussion:** Dean Boyce presented Policy 800.7 for review by AALT. Key points included:
 - Concerns regarding instructors consistently submitting grades late
 - Concerns about the vagueness of what constitutes “regular” feedback to students
 - Recommendation from Dean Boyce to revise the policy for greater specificity
- B. Decision:** Dr. Conn will inform the team of the Department of Education’s recommended due date for evaluating student performance. The Deans will draft an updated version of Policy 800.7 to reflect these recommendations.
- C. Action:** This item will be revisited at the next AALT meeting on January 22, 2026.

OpenStax Assignable (Dean Tarr) – Tabled

Training for CRM & Closing CRM Tickets (Dean Frederick) – Tabled

Student Code of Conduct (Dean Frederick) – Tabled

Prerequisite Wording Change in A&P I (Dean Frederick) – Tabled

Adjournment 11:12 am

Next AALT Meeting on 1.22.26 at 1 pm.