



**Academic Affairs Leadership Team ~ Meeting Minutes**  
**February 19, 2026, 1:00 pm to 3 pm**  
**MS Office Teams**

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

**Guests:** Chris Forde, Cameron Ireland, Angel Maguire, and Danyelle Ayres

**UPDATES:**

**Chris Forde/Cameron Ireland – presented a new Meta-Majors webpage organized by pathways.**

- Potential students can browse by meta-majors and apply filters such as campus.
- An Undecided page was added, along with an AI-powered search engine featuring pre-made search options.
- Site includes quick-access tabs for Apply, Request Information, and Schedule a Campus Visit.
- The new design reduces the number of pages users must navigate to find relevant information.
- New is a Meet Your Instructors section for each pathway and job outlook statistics.
- A link to the new webpage will be sent to the team for additional feedback.

**Dr. Conn, CETL – FCC Faculty Recording Studio:**

- The FCC faculty recording studio was originally developed to support faculty in creating high-quality instructional videos.
- Faculty usage of the studio has been low, and CETL is requesting that Deans encourage their faculty to make use of this resource.
- Jessica recommended offering the studio with extended hours to increase accessibility.

**Angel Maguire/Danyelle Ayres – Adult Ed and ICAPS Overview:**

- Adult Education has doubled its number of graduates over the past few years.
- Informational flyers are available in the Teams folder for Adult Ed and ICAPS
  - ICAPS allows students to earn a high school diploma while simultaneously completing a certificate or industry-recognized credential, with opportunities to continue into CTE or associate degree programs.
- Current ICAPS program offerings include Welding, Certified Nursing Assistant, Broadband Telecom, and Manufacturing, with plans to expand to additional programs such as Office Management and Early Childhood Education.
- Adult Education is always seeking volunteers, especially for tutoring and other student support activities.
- ESL classes operate on an open enrollment basis. When enough interest is generated, classes are built.
- Students with low testing scores may take Adult Education classes to receive additional academic support.

### Jessica McDonald, Faculty Representative:

- Faculty expressed concerns regarding Music classes with faculty vacancies.
  - Dr. Robb explained this is under review for a possible updated job posting this Spring.
- Faculty remain uncertain about their Summer/Fall schedules. Dr. Robb will ensure good communication with faculty about their schedules and will provide information related to Guided Pathways.
- Jessica discussed the possibility of CETL having a faculty trainer to support faculty training and the mentoring of online courses.

### Consent Approval Items

#### Simple Syllabus

Dr. Robb provided an update on Simple Syllabus. Support for implementation was confirmed by IT, Dr. Gower, and Ryan Hawkins, with plans for a Summer implementation and a Fall 2026 go live launch in Canvas.

#### EMT Program Prerequisites

Dr. Robb presented the EMT Program Prerequisite Update Proposal, which was submitted from KaRissa Miller, Program Director of B&I. The proposed changes, available in the Teams folder, are intended to align the program with current industry standards and protocols, making this an appropriate and timely update.

#### Catalog Requirement for FYE 1198 and FYE 1199 Courses

Dr. Robb reviewed the catalog language for FYE 1198 – College Success and FYE 1199 – Professional Career Development, including updates and the removal of previous wording. The new proposed catalog entries are as follows:

- AS - MAJOR/ELECTIVE CREDIT – Required: 19-22 semester hours, including FYE 1198 College Success and FYE 1199 Professional Career Development
- AA - MAJOR/ELECTIVE CREDIT – Required: 17 semester hours, including FYE 1198 College Success and FYE 1199 Professional Career Development
- ASA - MAJOR/ELECTIVE CREDIT – Required: 27 semester hours, including FYE 1198 College Success and FYE 1199 Professional Career Development
- AGS - MAJOR/ELECTIVE CREDIT – Required: 32 semester hours, including FYE 1198 College Success and FYE 1199 Professional Career Development

Remove from the above listed program outlines:

- COLLEGE ORIENTATION AND PATHWAYS TO SUCCESS – highly recommended

#### Course and Curriculum

- **HBH D425- Human & Behavioral Health: Remaining at 65 credit hours**
  - Proposed curriculum changes to better align with transfer institution requirements. Students may take:
    - LSC 1101- General Biology I **OR**
    - LSC 1108- Human Biology & LSC 1109- Human Biology Lab

- **PTA D346- Physical Therapist Assistant: Revisions bu Remaining at 71 credit hours**
  - The Physical Therapist Assistant program is requesting to rearrange existing courses and add 3 new courses to improve completion rates and maintain compliance with external accreditor, CAPTE.
  - This will have students better prepared to take their certification exam sooner while the curriculum is still fresh.
  - Semester 3 (Summer) will include PSY 1101- General Psychology and ENG 1111- Composition I
  - Courses to be removed: HEA 1202 (2 credits) and GEN 2297 (2 credits).
  - PTA 2212- Applied A & P for Exercise. New course at 2 credit hours.
  - PTA 2231- PTA Board Preparation I. New course at 1 credit hour.
  - PTA 2232- PTA Board Preparation II. New course at 1 credit hour.
  
- **LSC 2110- General Microbiology and LSC 2111- Human Anatomy & Physiology I**
  - Recommendation to update the prerequisite for these courses by Dean Frederick and Dean Tarr.
  - Rationale: to support the curriculum plans to remain within credit hour limitations and to provide students flexibility to enter a health professions pathway.
  - The master course syllabus will now reflect:  
PREREQUISITE: Two years high school biology, OR LSC 1101 General Biology I or equivalent, OR consent of instructor. Note - strong emphasis is placed on completing LSC 1101 prior to enrolling in this course.
  
- **MTH 1121- Mathematics for Elementary Majors and MTH 1122- Geometry for Elementary Majors**
  - Updated course description and prerequisite change to remove remedial math requirements.
  
- **ART 1141- Cinema Appreciation**
  - Revise from lecture/lab 3-2-1 to lecture only 3-3-0.
  
- **EDU 1116- Introduction to Teaching**
  - The student learning outcomes and IL Teaching Standards were updated.
  - The course now aligns with the new IAI code for ESE.
  
- **SPN 1111- Elementary Spanish I, SPN 1112- Elementary Spanish II, SPN 2112- Intermediate Spanish I, and SPN 2121- Intermediate Spanish II**
  - Revise from lecture/lab 4-3-1 to lecture only 4-4-0 for all the SPN courses.
  
- **Withdraw: EDU 1112- Child Growth and Development and EDU 2107- Preclinical Experience**
  - EDU 1112 is no longer in the ECD program and has not been offered in 3 years.
  - EDU 2107 does not transfer.

- **Withdraw: JUS 1215- Intro to Criminology**
  - JUS 1215 is no longer offered in Administration of Justice program and has not been offered in over 3 years.
- A. **Decision:** Motion was made by Dean Conn and seconded by Dean Tarr for AALT to approve the consent agenda items. All were in favor, and the motion was approved.
- B. **Action:** Dr. Robb will review the course and curriculum action request forms with Eva to ensure accuracy and that all program and course changes are properly documented and supported. Upon signing for approval, the completed CAR forms will be uploaded to the proper AALT Teams folder for processing and archiving.

## **Approval Items**

### **Revised Master Course Syllabus**

- A. **Discussion:** Eva presented a revised Master Course Syllabus, noting the addition of a clinical field and an internship field on the credit hours and contact hours row. The current Master Course Syllabus lacks fields that accurately reflect these types of courses. This change aligns with IECC's Credit Hour Policy 800.8 listing four course types: lecture, lab, clinical, and internship.

**Credit Hours:** \_3\_\_ Lecture: \_2\_\_ Lab: \_1\_\_ Clinical (Lab): \_#\_ Internship (Other): \_#\_ Variable: N

**Contact Hours (Weekly):** \_4\_\_ Lecture: \_2\_\_ Lab: \_2\_\_ Clinical (Lab): \_#\_ Internship (Other): \_#\_

Dean Frederick suggested replacing specific clinical hour requirements with a Yes/No option to simplify the form.

- B. **Decision:** Motion was made by Dean Conn and seconded by Dean Frederick for AALT to approve the revised master course syllabus as presented. All were in favor, and the motion was approved.
- C. **Action:** Eva will return the revised Master Course Syllabus document to the Data Standards Team for further review and will consult with Jeff Gumble for implementation using File Maker Pro.

## **Discussion Items**

### **CRM Advise**

- A. **Discussion:** Health Professions faculty expressed concerns about not being fully trained on CRM Advise. The team noted the need for additional training and greater standardization in how CRM tickets are closed to ensure consistency across departments.
- B. **Decision:** The Deans would like to meet with Advising to discuss these concerns in more detail.
- C. **Action:** This topic will be included on the agenda for the Dean/Advisor Meeting on March 9, 2026.

### **AI Flagging and Student Code of Conduct Concerns**

- A. **Discussion:** Dean Frederick raised concerns regarding the current process for reporting AI flagging to Student Affairs. Faculty are unable to submit a report until a student has been flagged multiple times, which creates challenges in tracking early issues. The team recommended creating a master tracking document to monitor incidents consistently. It was also noted that AI usage expectations

vary by faculty, adding to the complexity of reporting and enforcement.

- B. Decision:** Dr. Robb will discuss this topic with Dean Goldman to determine next steps.
- C. Action:** This item will be revisited at the next AALT meeting on March 19, 2026.

**Courses Assigned to Programs to be Withdrawn**

- A. Discussion:** The following programs are scheduled to be withdrawn effective August 1, 2026, and the courses associated with them must either be withdrawn or reassigned to another program:

|                   |                                       |            |
|-------------------|---------------------------------------|------------|
| <b>AUM D522</b>   | Automotive Technology at FCC          | 24 courses |
| <b>AUM C523</b>   | Auto Light Repair Tech at FCC         | 0 courses  |
| <b>AUM C526</b>   | Automotive Service Specialist at FCC  | 0 courses  |
| <b>IST D217</b>   | Information Systems Technology at OCC | 28 courses |
| <b>IST C216</b>   | Network Technician at OCC             | 0 courses  |
| <b>MANUF D563</b> | Advanced Manufacturing at WVC         | 32 courses |

- B. Decision:** Dean Conn and Dean Tarr will submit their designated CAR forms to Eva by March 12, 2026.
- C. Action:** This item will be revisited at the next AALT meeting on March 19, 2026.

**Policy 800.7 Policy on Evaluating Student Performance- Revisited from Meeting on January 22<sup>nd</sup>**

- A. Discussion:** AALT discussed incorporating a definition of what constitutes “regular feedback” for assignments into the Faculty Handbook. The suggestion was made that feedback should generally be provided within 7-10 days of an assignment’s due date.

Concerns were raised that some faculty do not enter grades until the end of the semester, which is not supportive of students’ progress or academic success. Another proposed addition to the handbook is requiring faculty to use Canvas as the official gradebook to have an electronic record that can be easily archived in the LMS.

Jessica shared that faculty are hesitant about adopting a specific timeline for feedback, worrying it may be too prescriptive. A revised copy of the Faculty Handbook is available in the Teams folder for review.

- B. Decision:** Faculty input and more discussion is needed before moving forward.
- C. Action:** Jessica suggested that Dr. Robb schedule an open forum with faculty to gather feedback and discuss concerns.

**Adjournment 3:00 pm**

**Next AALT Meeting on 3.19.26 at 1 pm.**