



**Academic Affairs Leadership Team
February 24, 2025, 9am
Mason Hall Conference Room via Zoom**

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

Department Updates

Rodney reported:

- 1) Adult Education received the ICCB Digital Literacy Grant and the IBT Grant (total received \$170,000 for four quarters).
- 2) ICAPS application programs.
- 3) Angelique Maguire will replace Rodney Ranes as the Program Director, Adult Education effective today, February 24.

Dr. Mike Conn reported:

- 1) Mike is working on course design for Speech and History classes.
- 2) Next generation templates – Final check off will be completed by the faculty.
- 3) Completing Lincoln Legacy registrations for the conference on May 19 & 20.

Amy reported:

- 1) The Deans are finishing the scheduling process with faculty – Due date is this Wednesday.
- 2) The Deans are completing evaluations for adjunct and full-time faculty.
- 3) Amy gave an update on the 2026-2027 Welding Proposed Changes and increased fee from \$75 to \$150 per course.

Dr. Edgren reported:

- 1) Budget meetings have been scheduled with team members and Deans.
- 2) Evaluations will be completed in April. Dr. Edgren asked the team to identify 2024-2025 accomplishments and next year's goals for evaluations.

Dr. Kakac reported:

- 1) KaRissa Miller will be attending a non-credit grant conference this week in Bloomington.
- 2) Emergency Preparedness – CPR classes will be scheduled at the high schools for the remaining semester.
- 3) Debra Weidwilt, Program Assistant, Mining & Business Industry, will retire effective May 31, 2025.
- 4) Leadership Training opportunity at Hella in Flora.
- 5) Working on budgets with all departments.

Approval Items

AALT Logo Designs

- A. Discussion:** Dr. Conn presented four edited logo designs. Cameron Ireland submitted the logo designs for the team.
- B. Decision:** After discussion, the team selected the logo with the teal-colored outer ring to use on letterhead, webpages, promotional materials, and official documents for the Academic Affairs Division.
- C. Action:** None

Informational/Discussion Items

Faculty Release Time: MLT Instructor & Program Director/Clinical Coordinator of Radiography

- A. Discussion:** The MLT Instructor will receive 3 hours of release time in the Fall, and 3 hours of release time in the Spring for a total of 6 hours of release time in an academic year. As for the Program Director of Radiology, twelve hours (6 Fall and 6 Spring) and Clinical Coordinator of Radiology, 6 hours (3 Fall and 3 Spring) will be appropriate release time for these positions.
- B. Decision:** AALT approved this decision and will be forwarded to the next SEPC meeting.
- C. Action:** None

Student Complaint Policy

- A. Discussion:** As approved at Dean's Council, Amy Tarr presented recommended changes to the Procedure for Complaints from Students. They include a slight increase from 5 to 10 business days for the Vice Chancellor to provide a written decision for the student was proposed. It is recommended that all documentation be retained in the office of the Chancellor. The category of the complaint must be checked for clarity. Incomplete forms will not be processed.
- B. Decision:** Since this policy will be housed in the SALT Division, this policy will be forwarded to SALT to review and make recommendations for appropriate action.
- C. Action:** None.

CETL Professional Development Series

- A. Discussion:** Dr. Conn presented a draft proposal for Pathways for Professional Development. This will be a fully online program delivered through Canvas taught by qualified IECC faculty. The courses will be packaged per pathway (six courses total) and it is recommended to award an incentive such as Micro-Certificates & Professional Badge and/or Institutional Grant for instructional materials or technology enhancements, upon completion. Once this proposal is completed, outside candidates such as K-12 partners seeking Education Credits could take the pathways as well for the designated course fees. Dr. Conn will collaborate with HR for feedback on the orientation series. This will be a precourse for new CTE instructors.
- B. Decision:** Dr. Conn will make revisions and present an updated proposal for the next team meeting.
- C. Action:** None.

Adjournment 9:41am