



Academic Affairs Leadership Team ~ Meeting Minutes

March 19, 2026, 9:00 am to 10:30 am

Olney Central College- KW 1003

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

Absent: Jessica McDonald

Updates

Dr. Robb:

- Discussion on holding upcoming AALT meeting in-person with the better weather and everyone agreed to this change. The April 16th AALT meeting will be in-person at Olney Central College in room KW 1003.

Dr. Conn:

- The CETL will be presenting Accessibility Workshops on the following dates and locations:
 - March 20, 2026, from 1–3 p.m. at WVC Learning Commons
 - March 24, 2026, from 1–3 p.m. at LTC Learning Commons
 - March 26, 2026, from 1–3 p.m. at FCC Learning Commons
- CETL is focusing on improving the accessibility of online courses in preparation for upcoming ADA law changes.
- Currently all content in Canvas is at 61.3% for accessibility compliance and at 88.4% accessibility compliance for forward facing WYSIWYG elements. Percentages are provided from the ALLY Performance report.
- Deleting old Canvas files that are no longer used will support streamlining and improving course accessibility.

Rob Jackman:

- Advisory Committee meetings for CTE programs are scheduled for SP26.
- Perkins needs to know what items will be purchased using the FY27 budget by May 2026.
 - Dr. Kakac will be included in these discussions, as some Perkins funds may be allocated toward potential courses/programs at FCC.

Consent Approval Items

Course and Curriculum

- A. Discussion:** The following Course and Curriculum Action Request (CAR) forms were reviewed.
- **TEL D485- Broadband Telecom: Degree Reactivation**
 - Form 20R will be submitted to ICCB to reactivate TEL D485

- **TEL C486- Broadband Technician: Remaining at 31 credit hours**
 - GEN 2297- Employment Skills will be replaced with ENG 1201- Communications in the second semester to align with the Broadband Telecom degree.

- **MANUF D563- Advanced Manufacturing: Degree Withdrawal**
 - CAD 1210- Computer Aided Drafting I: Reassigned to INDMA D500- Industrial Maintenance Technology.
 - EGR 1298- Topic/Issues in Engineering Technology: Reassigned to PTEC D302- Process Technology.
 - EGR 2299- Independent Study in Engineering Technology: Reassigned to PTEC D302- Process Technology.
 - WEL 1203- Practical Welding. Reassigned to DIESL D535- Diesel Equipment Technology.
 - MAC 1203- Precision Measurement: Withdrawn.
 - MAC 1208- Interm. Machine Processes: Withdrawn.
 - MAC 1225- Internship: Withdrawn.
 - MAC 1226- Internship Seminar: Withdrawn.
 - MAC 2231- Introduction to CNC: Withdrawn.
 - MAC 2232- Advanced CNC Training: Withdrawn.
 - All EDR and MAN courses in this curriculum will be withdrawn.

- **IST D217- Information Systems Technology- Degree Withdrawal**
 - All the ISM and IST courses in this curriculum will be withdrawn.

- **PTA D346- Physical Therapist Assistant: Remaining at 71 credit hours**
 - New Course: PTA 2212- Applied A&P for Exercise will be used as a general education requirement for the program.

- **Automotive Curriculum**
 - It was discussed to sunset the OCC Automotive program curriculum and maintain the FCC Automotive program but at the OCC campus starting Fall 2026. The FCC curriculum is approved for the Master Automobile Service Technology accreditation, which is the highest level of program accreditation, and it offers students ASE certifications.

- B. Decision:** Motion was made by Dean Tarr and seconded by Dean Frederick for AALT to approve the CAR forms for documentation supporting these changes. All were in favor, and the motion was approved.
- C. 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.

Procedure 500.5.3 Credit for Prior Learning: Tests/Examinations

- A. Discussion:** Dr. Robb reviewed the proposed updates to Procedure 500.5.3.
 - LIT 2171- Topics in Literature (withdrawn course) is being replaced with LIT 2101- Introduction to Literature.

- ENG 1101- Introduction to Composition is being replaced with ENG 1100- Composition I Writing Lab.
- B. Decision:** Motion was made by Dean Tarr and seconded by Dean Frederick for AALT to approve the updated procedure. All were in favor, and the motion was approved.
- C. Action:** Dr. Robb will submit the update to the April SEPC meeting for review.

Approval Items

MIT C591- Tier 1 Mine Tech I and C592- Tier 2 Mine Tech II Program Description Change

- A. Discussion:** Eva presented proposed updates to the program descriptions for MIT C591 and MIT C592. The revisions involve minor wording changes, specifically the removal of detailed employment information and skill lists to create broader, more flexible program descriptions.
- B. Decision:** Motion was made by Dean Tarr and seconded by Dean Frederick for AALT to approve the change. All were in favor, and the motion was approved.
- C. Action:** Eva will update these program descriptions pending signatures on the CAR forms.

Radiography Program Testing Fee

- A. Discussion:** Dean Frederick presented the proposal to remove the Radiography Program testing fee (effective 202730), as the program will no longer utilize the associated testing company.
- B. Decision:** Motion was made by Dean Boyce and seconded by Dr. Conn for AALT to approve the updated program costs. All were in favor, and the motion was approved.
- C. Action:** Dr. Robb will submit the update to the April SEPC meeting for review.

Discussion Items

AI Flagging/Use and Student Code of Conduct Concerns- Revisited from Meeting on February 19th

- A. Discussion:** Dean Frederick raised additional concerns regarding students using Turnitin in ways that allow them to avoid generating plagiarism scores. It appears students may be submitting drafts through Turnitin's student-side tools, enabling them to bypass certain detection features.
- B. Decision:** Since Brandon Weger and IT serve as the Turnitin administrators, they may be able to review system settings and implement stronger restrictions to ensure more accurate reporting and prevent misuse.
- C. Action:** Dr. Robb will contact Brandon to discuss this option and will follow-up with the AALT Team.

Moving Forward – Operational Planning for AY27-28

- A. Discussion:** Dr. Robb presented the IECC's four strategic pillars with each one reflecting 4 KPIs (Key Performance Indicators). How each operational unit supports the KPIs will drive IECC's operational planning for the next two years.

The team discussed the importance of examining the KPI pillars collectively, recognizing that they function as an interconnected whole rather than isolated components.

Task is for AALT to review what can be done differently from our operational unit to

reduce risk, improve or create processes, and better facilitate achievement of the objective!

- B. Assignment:** The team will review the pillars & the KPIs and will return with ideas/suggestions on how Academic Affairs can meaningfully influence the various KPIs.
- C. Action:** This item will be revisited at the next AALT meeting on April 16, 2026; this will be an in-person meeting at OCC to better facilitate this discussion activity, and it will be the primary focus of the Team's next meeting.

Notes for Tabled Items:

Review ENG 1201 & ENG 1212 courses for overlaps and to possibly merge the outcomes/concepts into one course as proposed with the new course syllabus for ENG 1201 (Dean Boyce)- Tabled to receive CTE faculty input.

Adjournment 10:45 am

Next AALT Meeting on 4.16.26 at 1 pm at OCC for a review of KPIs for tangible operational influences.