

Academic Affairs Leadership Team
April 23, 2024
9am via Zoom

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

Guest present: Jamie Carman

I. Department Updates

A. Dr. Conn reported:

- 1) CETL Team meets every Friday and has added Sonja Wease (PD activities and faculty compensations and Krisi Urfer (online course design) to the team.
- 2) Completing Nursing and Early Childhood Education curriculum.

B. Morris reported:

- 1) A quarterly meeting with Dr. Dunn is scheduled this Thursday. All requests for data collection and reports have been completed.
- 2) TutorMe contract has been reinstated and is live again.

C. Sharmila reported:

- 1) KaRissa Miller and Sharmila are attending a WIOA Summit in Collinsville Wednesday and Thursday.
- 2) We Train conference, ICCB affiliated workforce training, is scheduled for May 2 in Springfield.
- 3) SBDC has a Chamber Director Workshop on Thursday at TLB WRC.
- 4) An initial informational IAAP meeting for Aggregate Mining has been scheduled with Laurie Taylor, Kim Underwood, and Sharmila.
- 5) Potential training for the oil and gas industry.
- 6) CEU opportunity for Massage Therapy Department.

D. Rodney reported:

- 1) Rodney will be attending a WIOA Summit in Collinsville Wednesday and Thursday.
- 2) AEFL grant is due May 3.
- 3) An Institutional Outreach workshop is scheduled this Friday at TLB WRC. The Adult Education Office will be closed at 10am to attend this workshop.

E. Dr. Bruinsma reported:

- 1) Dr. Bruinsma attended the HLC conference last week. An Assurance Filing has been drafted. Alternate dates have been selected for the accreditation visit as December 2 & 3 due to a holiday on November 5 (Presidential Election Day).
- 2) Summary of Inactive Degree/Certificates
 - A. Discussion
Dr. Bruinsma presented a summary of 18 degrees/certificates where no full-time faculty are associated and will not affect load. The main reason for this summary is to clean up the college catalog of degrees/certificates which have low to no enrollment.
 - B. Decision
After viewing the document, the team decided to ask Brandon Weger to add a column for 2024 enrollments and move forward with the degrees/certificates with no enrollment numbers within the last three years.
 - C. Action
Dr. Bruinsma will submit a revised summary to Dr. Edgren to present at the May SEPC meeting.
- 3) A recommendation will be presented for work study students to be employed and work with full-time faculty. Further information will be presented at the next team meeting.

II. Transfer Pathway Curriculum Development

A. Discussion

Jamie Carman presented an update to the team on strategies the advisors are working on for the district. She informed the team a second draft for the Strategic Guided Pathway is developed. A district advisors meeting is scheduled this Friday at OCC. Faculty will be invited to provide feedback on a voluntary basis.

B. Decision - None

C. Action

An update will be presented at a future date.

III. Approval of the Online Course Development Policy/ Procedure

A. Discussion

Dr. Conn distributed the updated IECC Online Curriculum Guide. Lori Barger completed her edits along with the CAO Team giving their approval.

B. Decision

After team discussion, there were a few verbiage changes that need to be updated. Dr. Conn will complete the changes and send the final document to Dr. Edgren.

C. Action

Dr. Edgren will present this item at the May SEPC meeting for approval.

IV. Streamline Tier PD

A. Discussion

Dr. Conn reported that adjunct instructors do not surpass Tier 2 since there is an embedded review. He would like to offer a continuous stream of Tiers 1 & 2 and add the review near the end of this offering. Dr. Conn also proposed to remove the tier labels and offer more of a collection of courses that focus more on individual content such as K-12, certificate renewals, etc.

B. Decision – None

C. Action

Dr. Conn will develop a formal proposal to present at the next team meeting.

V. Pay Rate for Full-Time Faculty – Community Education and/or 1.6 classes

A. Discussion

Sharmila is requesting to use full-time faculty who bring a vast amount of knowledge and is beneficial to teach classes for the Business and Industry Department. Pay would be competitive and deserving in comparison to the open market rate.

B. Decision

Sharmila will work with Dr. Bruinsma and Tona Ambrose to formalize a comprehensive proposal to present at the next team meeting.

C. Action

Dr. Edgren will add this topic as a discussion item for the May SEPC meeting.

Adjourn 10:03am