

Academic Affairs Leadership Team
April 8, 2024
9am via Zoom

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

I. Department Updates

A. Rodney reported:

- 1) All Career Workshops are completed with approximately 60 Adult Education and CTE students attending.
- 2) Third quarter report is due the end of April.
- 3) AEFL grant is due May 3.
- 4) Completing end of term items (post testing rates, qualifications for grants, etc.)

B. Dr. Conn reported:

- 1) The Curriculum Management Software Team has two options to consider in providing a recommendation to the team.
- 2) The team will be working on taking photos at OCC's Solar Eclipse event at 2pm today.

C. Morris reported:

- 1) Currently awaiting a response from the Department of Education regarding the proposed recording studio expansion.

D. Sharmila reported:

- 1) Paramedicine Program – Program Director from Wabash General Hospital has submitted the required grant application and is currently under review. The first cohort is anticipated for 2025. This grant money will be used to keep the cost down and help pay for the Medical Director expenses per semester.
- 2) Possible opportunity for a certificate in Aggregate Mining (IAAP). Conversations will occur with Dr. Edgren and Dr. Bruinsma moving forward.
- 3) The non-credit grant was awarded and received \$100,000 to offer training opportunities for small to medium-sized companies with the Business and Industry Department.
- 4) Driver's Education Program
 - A. Discussion
Sharmila and Dr. Edgren met with Ryan Hawkins regarding offering the Driver's Education Program course for home school students to obtain their Illinois Driver's License.
 - B. Decision
The team discussed all aspects of this program and decided unanimously this program should be listed under the Institutional Outreach Division.
 - C. Action
Dr. Edgren will discuss this recommendation with President/VCIO Tona Ambrose.

E. Dr. Bruinsma reported:

- 1) A report was presented on Truck Driving curriculum. Additional information will be forthcoming.
- 2) An executive summary will be submitted to Dr. Edgren to review inactive courses. The main reason is to clean up the college catalog with courses/programs no longer being offered (i.e. Health Informatics, etc.).
- 3) Faculty are using an interactive game-based learning platform called Kahoot! and paying for the expense out of their own pocket. The proposal will include 60 licensures at \$90 each requesting approval from the Technology Fund. The submittal date will be August 1.

F. Dr. Edgren reported:

- 1) Faculty Negotiations are scheduled this Friday afternoon.
- 2) Out-of-the-office April 19 and 26.

II. Approval of the IECC Online Curriculum Development and Review Process

A. Discussion

- 1) Dr. Conn presented the revised IECC Online Curriculum Development and Review document and recommends approval.

B. Decision

- 1) The team decided to ask additional staff to provide feedback on this document before approval.

C. Action

- 1) The document will be presented at the next meeting (April 23) for team approval and recommended for the next SEPC meeting.

III. Review Strategic Initiatives/edit as needed

A. Discussion

- 1) Dr. Edgren distributed the SEP Initiatives document pertinent to Academic Affairs. Dr. Gower has set priority year 2024 for four of the initiatives ending June 30, 2024. Those four initiatives (and current status) are:
 - a) Map Program Pathways – Completed
 - b) Transfer Pathway Curriculum Development – On-going. The Advising Team is completing their draft.
 - c) Implementation Plan and Timeline for Master Schedule – Not started.
 - d) Establish Online Course Development & Review Process – On-going.
- 2) Synchronous Lecture Halls – Plan for training, scheduling, pilot

B. Decision – None

C. Action

- 1) Transfer Pathway Curriculum Development - Dr. Bruinsma and/or Jamie Carman will present this topic at the April 23 meeting.
- 2) Dr. Bruinsma will present to the team a formal Plan and Timeline for a Master Schedule at the May 6 meeting.
- 3) Dr. Conn will present the IECC Online Curriculum Development & Review document (April 23) for team approval and request formal recommendation for the May SEPC meeting.
- 4) Dr. Bruinsma will present a proposal for pilot training for Synchronous Lecture Halls at the May 6 meeting.

IV. Discuss 2025 Strategic Initiatives

A. Discussion

- 1) Continuation of discussing SEP Initiatives pertinent to Academic Affairs.
 - a) Implement Degree Works
 - b) Recommend Academic Technologies to Support Guided Pathways
 - c) Uniform Textbook Adoption by Course
 - d) Annual Program Review Process (Viability?) – Brandon Weger and Dr. Edgren
 - e) Deliver K-12 Training and Support Services – Two areas outlined towards working with K-12 system by Sharmila Kakac and Dr. Conn are: training for dual credit instructors and online leadership training. Status: On-going

B. Decision – None

C. Action

- 1) Implement Degree Works - A pilot needs to be developed for CMA students prior to September 1.
- 2) Dr. Bruinsma will speak to President Simpson regarding when the Uniform Textbook Adoption by Course project will be started.
- 3) Dr. Conn renewed the status for teachers to earn professional development through the ISBE webpage. This will be listed under CETL to renew status annually for instructors.

V. Summarize SEPC Meeting Topics

- A. President Ambrose began a discussion on community education. Dr. Gower asked the group to reflect on the following: Is offering community ed important to IECC? How does it fit with the mission, etc.? FCC and LTC are the two colleges who offer community education classes in the district. Discussion on-going.
- B. Student Advisory Board (Student Affairs Division) – ISAB will consist of six currently enrolled students from each campus. The IECC Student Trustee will be chosen from this group. The IECC Student Trustee would serve as the President of this district wide student organization. Student activities will be decided from this organization; the question raised who will be responsible for conducting the activities on each campus?
- C. Student Code of Conduct document was presented. If you wish to provide feedback, do so by this Wednesday for Dr. Edgren.
- D. TRIO Wages – TRIO Academic Advisors will be receiving the same percentage wage as the academic advisors previously received last August.
- E. A liability form for non-credit activities has been updated and posted.
- F. Provide feedback to Mr. Hawkins re: department budget by Wednesday, 4/10/24.
- G. Emergency Response Plan and Campus Violence Prevention – Sharmila will resolve this item with Brent Maguire.
- H. Kathy Wheeler will receive a new title and job description: Data Integrity Specialist (Academic Affairs Division).
- I. Beautification Money – For FY25, each campus will receive \$25,000 and the Terry L. Bruce West Richland Center will receive \$10,000.

Adjourn 9:57am