



Academic Affairs Leadership Team ~ Meeting Minutes

May 12, 2026, 2:00 pm
Olney Central College- KW 1003

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

Updates

Dr. Robb:

- The AALT team discussed IECC's four strategic pillars and each of the 16 KPIs (Key Performance Indicators). AALT's Operational Plan was reviewed from the April 16th meeting and further suggestions and edits were made towards finalizing the plan.

Mandy Greppares:

- The team received an update on the status of completing Program Review 2026, which is due to AALT for review by June 19th.
- Members were reminded that all ICCB program templates are available in the Program Review Teams.
- Institutional data has been provided from Brandon Weger, and Mandy is entering the data into the program review templates.
- Syllabi for each program's courses needs to be reviewed and then uploaded to the Program Review Teams to support the program review project.
- The team received an update on the IAI Fall 2026 classes under review. A full list of courses to be submitted for IAI review is available in Teams for tracking.

Rob Jackman:

- Perkins has received several CTE equipment requests and the budget is being finalized to include a focus on improving welding equipment across the District.
- The final date to submit items to be purchased using the FY27 Perkins budget is May 15, 2026.

Consent Approval Items

Course and Curriculum

A. Discussion: The following Course and Curriculum Action Request (CAR) forms were reviewed.

- **AUM C523- Auto Light Repair Tech Certificate: Reducing from 17 to 12 credit hours**
 - Certificate was updated to better fit the needs of dual credit students and will reflect the following courses:
 - First Semester: AUM 1246 – Engine Basics 3 credits.
 - Second Semester: AUM 1240 – Electrical Basics 3 credits.
 - Third Semester: AUM 1244 Steering & Suspension Basics 3 credits.
 - Fourth Semester: AUM 1248 Brake System Basics 3 credits.

- **AUM C526- Automotive Service Specialist Certificate: Increasing from 51 to 52 credit hours**
 - Curriculum is realigned to group courses with similar curriculum topics in the same semester.
 - Adding AUM 2276 Hybrid & Alternative Fuels
 - Removing AUM 1200 Auto Topics
 - Reducing AUM 2230 Auto Service Internship to 2 credits

- **AUM D522- Automotive Technology: Reducing from 69 to 68 credit hours**
 - Curriculum is realigned to group courses with similar curriculum topics in the same semester.
 - Removing AUM 1200 Auto Topics

- **HBH D425- Human and Behavioral Health: Reducing from 65 to 60 credit hours**
 - Addition of FYE courses to the curriculum.
 - Reduction in required courses based on feedback from advisory committee and program review.
 - Added 8 hours of Approved Electives for student flexibility with a listing of pre-approved electives.

- **JUS D390- Criminal Justice: Increasing from 63 to 65 credit hours**
 - Program Title change from *Administration of Justice* to *Criminal Justice*
 - Addition of FYE courses to the curriculum.
 - Addition of new course JUS 1202 Introduction to Corrections
 - Added PSY 2111 Abnormal Psychology
 - Removed DAP 1201 and SOC 2101 as required courses

- **MEDIA D251- Sport Marketing and Media: Remaining at 60 credit hours**
MEDIA D256- Music and Media: Remaining at 62 credit hours
RADIO D255- Radio/TV and Digital Media: Remaining at 68 credit hours
 - Removing BRD 2225 Radio/TV Seminar from the curriculum.
 - BMK 1203 Advertising increased from 2 to 3 credit hours.

- **WELD C276- Welding and WELCT C570- Welding and Cutting:**
No Revision to Curriculum
 - Certificates will be offered at LTC in addition to OCC.

- **WELD C571- Welding: Certificate Inactivation**
 - WELD C571 is a duplicate of WELD C276.

- **Course Revisions**
 - AUM 1240- Electrical Basics: Revised from lecture/lab 2-1-1 to 3-2-1.
 - AUM 1241- Electrical Service: Revised from lecture/lab 3-1-2 to lab only 2-0-2.
 - AUM 1244- Steering & Suspension Basics: Revised from lecture/lab 2-1-1 to 3-2-1.
 - AUM 1248- Brake System Basics: Revised from lecture/lab 2-1-1 to 3-2-1.
 - AUM 1249- Brake System Service: Revised from lab only 2-0-2 to 1-0-1.
 - AUM 1254- Steering & Suspension Service: Revised from lab only 2-0-2 to 1-0-1.

- BUS 1104- Business Psychology: Course prefix and number change from PSY 1103.
 - EDU 1114- Educating Exceptional Children: Updated course description and outline.
 - GEN 1113- FBLA Collegiate: Updated course description.
 - HBH 2201- Internship I: Credit hours reduced from 5 to 2 and removed the variable.
 - INS 1125- Percussion Ensemble I: Course reactivation.
 - INS 1130- Percussion Ensemble II: Course reactivation.
 - INS 2125- Percussion Ensemble III: Course reactivation.
 - INS 2130- Percussion Ensemble IV: Course reactivation.
 - JUS 1205- Ethics for Law Enforcement: Title change from *Ethics for Police Officers*.
 - JUS 2240- Traffic Administration: Updated student learning outcomes, course description, and outline.
 - LSC 1104- General Zoology: Updated student learning outcomes and course description.
 - SPE 2102- Advanced Public Speaking: Course reactivation.
 - SPE 2111- Persuasive Argumentation: Course reactivation.
- **Course Withdrawals**
 - BRD 2225- Radio/TV Seminar: The course has been removed from all programs.
 - GEN 1207 E-Portfolio Development. Course is not required by any programs.
 - GEN 2207 E-Portfolio Assessment. Course is not required by any programs.
 - HBH 2203- Internship II: There is one internship in the HBH D425 program and the second internship course is not recommended based on advisory committee feedback.
 - JUS 1240, 1241, 1242, 1243, 1244, and 1245: These courses are not required courses in the JUS D390 program.
 - SOC 1107- The Sociology of Sex and Gender: Withdrawn due to low enrollment and not being offered in the last 3 years.
 - SOC 1109- Sociology of Religion: The course is a close duplicate of PHI 2121 Philosophy of Religion.
- **New Courses**
 - AUM 1246- Engine Basics: The course was added to support the dual credit certificate and the auto degree program.
 - JUS 1202 – Introduction to Corrections: New course for the Criminal Justice program.
 - SPE 2122- Intercultural Communication: New course for the Communication Studies pathway.

B. Decision: Motion was made by Dean Tarr and seconded by Dean Richards for AALT to approve the CAR forms as listed above. 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 archiving.

Approval Items

Procedure 500.5.2- Credit for Prior Learning: Certificates and Licensures

- A. Discussion:** Dean Richards presented an updated version of Procedure 500.5.2. IST courses were removed
ECD courses were updated to ECE and EDU course prefixes for the Early Childhood Education courses.
JUS courses for OCC were added to the procedure to allow police officers to receive credit for relevant work experience. Prospective students would be required to provide documentation reflecting how the course learning outcomes are supported by professional experience in order to obtain credit.
- B. Decision:** Motion was made by Dean Frederick and seconded by Dean Tarr for AALT to approve the revised Procedure 500.5.2. All were in favor, and the motion was approved.
- C. Action:** This item will be presented for approval at SEPC on June 3, 2026.

Early Childhood Education (ECE) Student Handbook

- A. Discussion:** Dean Richards presented the new Early Childhood Education (ECE) student handbook. Early Childhood Education has not previously had a student handbook, making this the first one developed for the program. Instructors agreed that an ECE handbook is needed to ensure students are informed of credentials, reporting requirements, and program expectations.
- B. Decision:** Motion was made by Dr. Conn and seconded by Dean Tarr for AALT to approve the ECE student handbook. All were in favor, and the motion was approved.
- C. Action:** This item will be presented for approval at SEPC on June 3, 2026.

Automotive Technology Fees for the Catalog

- A. Discussion:** Dean Tarr discussed a proposed change to the Automotive Technology fees listed in the catalog. The catalog currently states that students are responsible only for the cost of their uniform. The revised Program Fees will reflect the actual cost of the uniform and the required equipment for a digital multimeter (DMM).
- B. Decision:** Motion was made by Dean Richards and seconded by Dr. Conn for AALT to approve the catalog change. All were in favor, and the motion was approved.
- C. Action:** This item will be presented for approval at SEPC on June 3, 2026.

Discussion Items

ENG 1201- Communications

- A. Discussion:** Dean Richards discussed the potential merger of ENG 1201 Communications and ENG 1212 Technical Writing due to overlapping student learning outcomes and course content.
- B. Decision:** It was determined that GEN 2297 Employment Skills will remain a standalone course. Jessica McDonald will review the ENG 1201 syllabus in an attempt to merge this

course with ENG 1212 into one consolidated course offering.

- C. **Action:** The updated ENG 1201 syllabus will be revised at the June AALT meeting.

Academic Affairs Awards Proposal

- A. **Discussion:** Dr. Conn re-introduced a proposal for Academic Affairs Awards which would reflect academic excellence awards for faculty and staff from CETL. This proposal supports consistency across all campuses in recognizing faculty and staff for exceptional dedication, instructional innovation, and excellent service. The proposal was previously developed and AALT recommended a review to reflect current practices.
- B. **Decision:** It was decided to form a small committee to update the proposal.
- C. **Action:** Dr. Conn will establish a committee to revise the proposal over the summer and have a draft for AALT to review this Fall.

Adjournment 3:45 pm

Next AALT Meeting on Thursday, 6.18.26 at 1 pm.