

Academic Affairs Leadership Team
May 21, 2024
1:30pm 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. Sharmila reported:

- 1) MIT instructor meeting in West Frankfort, May 23.
- 2) Fire Science meeting scheduled for May 23.
- 3) Looking at becoming a host location for OSHA – OTI Education Center. This would be a new source of revenue to draw from Indiana, Kentucky, and southern Illinois.
- 4) New client in B&I – HPC Industrial from Crossville area.
- 5) Conducting Mental Health training at Fairfield Memorial Hospital.

B. Dr. Bruinsma reported:

- 1) FCC is joining Wayne White Electric as a community partner for a grant opportunity through the Department of Energy to provide smart meters, battery technology and battery storage for solar to incorporate with the Electrical Distribution System (EDS) Program. The grant would provide mileage compensation, instructor training, and lectures/training segments to EDS students.

C. Morris reported:

- 1) The MLT Team is attending the Lincoln Legacy Conference in Champaign on Monday and Tuesday.
- 2) No response received from the Department of Education re: a remodeling request for the Recording Studio. Morris will contact Tammy at RMA for follow-up.

D. Dr. Conn reported:

- 1) He is attending the Lincoln Legacy Conference in Champaign this week with 15 other attendees. He reports learning topics on AI and course design.
- 2) Working on course design on summer courses and completing Early Childhood Education curriculum.
- 3) Curriculum Management Software

E. Rodney reported:

- 1) Summer A term began May 13 and Summer B term will start July 1.
- 2) FY25 Adult Ed grant submitted; no response from ICCB yet.
- 3) Annual Adult Education Teacher’s Appreciation Workshop this Friday at OCC – The Adult Education Building will be closed on Friday so staff can attend the workshop.

F. Dr. Edgren reported:

- 1) Dr. Edgren reminded team members to meet with their staff regarding goals and document achievements for upcoming evaluations. Evaluations will be due June 30.
- 2) Tara requested IT to add our Academic Affairs Leadership Team to TEAMS where she will add all meeting documents in that location.
- 3) AI Procedure for students – This item will be assigned to Dr. Bruinsma and IECC Deans to address for the Student Handbook.

II. Advising Updates and Proposal

A. Discussion

Dr. Bruinsma reported that Jamie Carman will present transfer pathways at the next team meeting. She is in the process of integrating advisors to their assigned meta major. Advisors are conducting informal training to nursing advisors when scheduling appointments.

B. Decision

Alex Cline has outlined for all meta majors to built into Banner by November 2024. Formal rollout for pathways will be Fall 2025.

C. Action - None

III. Implementation Plan and Timeline for Master Schedule

A. Discussion

Dr. Bruinsma presented a second draft of the Implementation Plan and Timeline for Master Schedule.

B. Decision - None

C. Action

Dr. Bruinsma and Dr. Edgren will work jointly to make edits/changes to this document. The final document will be sent to the team for approval where Dr. Edgren will submit this item at the June SEPC meeting.

IV. Synchronous Lecture Halls – Plan for training, scheduling, pilot

A. Discussion

Dr. Bruinsma presented a working document of the Synchronous Lecture Halls to include rational, classroom design, scheduling, and faculty recruitment. The team discussed items such as adding travel time for faculty assignments, IT sequential approach for resolving technology issues, and adding professional development training on canvas/vector for faculty.

B. Decision

The team did agree that Tyler Henry will need to be available when classes are broadcasted the first week of the fall semester.

C. Action

Dr. Bruinsma and Dr. Edgren will work jointly to make edits/changes to this document.

VI. Work Study Job Duties

A. Discussion

Dr. Bruinsma presented a second draft of the Faculty Work-Study Student Job Duties. The revised draft includes tasks that are prohibited by work study students who work for Faculty.

B. Decision – None

C. Action

No approval was given to this document; only submitted for information at this time.

VII. SEP initiatives

A. Discussion

1) Dr. Edgren distributed an MS Excel document listing the SEP Initiatives pertinent to Academic Affairs. Dr. Gower revised deadlines for the document and added new initiatives (all noted in red). The new/revised initiatives are:

- a) Establish/publish metrics to evaluate course scheduling efficiency – Deadline 6/30/25
- b) Plan/implementation to distribute faculty load equitably – Deadline 6/30/25
- c) Establish/publish criteria to determine appropriate class modalities – Deadline 6/30/25
- d) Develop dual credit CTE pathways for select programs – Deadline 6/30/25
- e) Equity in athletics – scholarships, funding, negative Aux balances – Deadline 6/30/25
- f) Transfer Pathway Curriculum Development – Moved deadline to 6/30/25
- g) Introduce CBE – Moved deadline to 6/30/25
- h) Implement Degree Works (all pathways populated in DegreeWorks) -Moved to 6/30/25
- i) Implementation Plan and Timeline for Master Schedule – Moved to 12/30/24
- j) Annual Program Review Process (Program Viability Process) – Moved to 12/30/24

B. Decision – None

C. Action –

Dr. Edgren asked the team to document initiatives we complete as a group. Team members will submit initiatives to be added to this document.

Adjourn 2:22pm