

Academic Affairs Leadership Team  
May 6, 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. Sharmila reported:

- 1) MIT instructor meeting in West Frankfort, May 23.
- 2) Fire Science meeting scheduled for May 23.
- 3) EMT class at Mt. Carmel will be hosting a small graduation ceremony.

B. Morris reported:

- 1) MLT pinning ceremony is Friday, May 10 at 3:30pm in Boyles Hall. All five graduates have secured employment after graduation.
- 2) As of today, fall 2024 semester has eight students enrolled in MLT 1201/1202 and eight students returning for 2<sup>nd</sup> year.

C. Dr. Bruinsma reported:

- 1) FCC Graduation is Friday, May 10 at 7pm at Center Street School gym.
- 2) Program Review will be completed by the end of the semester. Deadline to the state is September 2024.

D. Rodney reported:

- 1) Submitted the FY25 Adult Ed Grant – Future goal is to add 6 – 9 ICAPS in a 3-year frame to perhaps include Truck Driving as well as adding an online career class.
- 2) Hayden McDuffee has accepted employment elsewhere and will be leaving this summer. Rodney is working with President Ambrose in transitioning his position to Coordinator, ICAPS and Instruction.
- 3) Summer A session will begin and anticipating enrollment between 255 – 266.

E. Dr. Conn reported:

- 1) Completed mini lectures for best practices last week with Derek Dunn in the Recording Studio.
- 2) Completed Nursing curriculum.
- 3) Working on Early Childhood Education curriculum.
- 4) Working with HR on items for the August workshop.

F. Dr. Edgren reported:

- 1) Teacher Appreciation is this week. Dr. Bruinsma will inquire about activities across the district for all faculty, full-time and part-time.
- 2) An email was sent to staff informing those who have responsibilities during graduation are released to leave at 2pm this Friday. For those who are not working at graduation, they are to work normal business hours.
- 3) Dr. Edgren, Dr. Bruinsma, and Sharmila will meet to discuss campus coverage for May/June vacation leave.
- 4) Dr. Edgren reminded team members to meet with their staff regarding goals for upcoming evaluations. A due date has not been determined.

**II. SEPC Update**

A. The Academic Affairs Leadership Team minutes for April were reviewed and approved.

B. 2024 Academic Calendar has been revised to reflect the 2024 Election Day (November 5) as a holiday. The District Workshop previously scheduled on October 15 will be a normal working day instead of a professional development day for faculty and staff.

- C. Approval was given to the Student Code of Conduct. A change will be forthcoming in reference to AI in the Classroom (page 6).
- D. Dr. Gower proposed revising the purposes listed in the IECC catalog (page 2) with the strategic pillars. Revisions were approved and will be reflected in the 2024-25 IECC catalog.
- E. Two employees who currently have the Director of Instructional Services position in the Institutional Outreach Division will receive a revised title as Director of Dual Credit.
- F. A draft copy of the Equity Plan was presented. If any team member has feedback to share, please forward it to Dr. Gower by the end of this week.
- G. Policy and Procedure 800.9 Online Curriculum Development & Review was approved.
- H. Andrea McDowell has created a document for the process of hiring part-time employees with distribution at a later date.
- I. Chris Simpson presented ideas for moving forward for campus bookstores throughout the district.
- J. PTE and Club Courses –
  - A. Discussion
 

Each of the four campuses deliver club, athletic, band/chorus classes differently. The main goal is to offer these courses consistently across the district.
  - B. Decision - None
  - C. Action
 

Dr. Edgren will be meeting with the Deans in the near future to discuss these courses. Dr. Bruinsma will provide a list of courses by campus.

**III. Summary of Inactive Degrees/Certificates**

- A. Discussion
 

Dr. Bruinsma presented a summary of 17 degrees/certificates that are inconsequential with little to no enrollment within the last three years. Dr. Bruinsma is seeking approval to inactivate this list of degrees/certificates.
- B. Decision
 

The team approved the summary of degrees/certificates as inactive.
- C. Action
 

Dr. Bruinsma will contact ICCB to begin the process of removing the 17 degrees/certificates. Dr. Edgren will relay this information to Dr. Gower.

**IV. Implementation Plan and Timeline for Master Schedule**

- A. Discussion
 

Dr. Bruinsma presented a draft document of the Implementation Plan and Timeline for Master Schedule. This is a working document where the team was asked to provide feedback within the next week.
- B. Decision - None
- C. Action
 

Dr. Bruinsma will provide the second draft to the team the Thursday prior to the next meeting. This item will be discussed at the next team meeting.

**IV. Streamline Tier PD**

- A. Discussion
 

Dr. Conn proposed to moderately alter the Tier 1, 2, and 3 course structure for CETL training by removing the middle evaluation for a more continuous stream of courses. He suggested changes in classification and structure while retaining the same pay and course structures. Dr. Conn stated the focus will be more concentrated towards pathways.
- B. Decision – None

C. Action

Dr. Conn will submit an updated proposal after the team provides feedback and present it at the next team meeting.

**V. Academic Suspension Status, Impact on Workforce Training Students**

A. Discussion

Sharmila stated that students who have an academic suspension and/or financial hold on their account cannot enroll in classes offered for workforce education training. This is a hinderance for students who need required training for their employment.

B. Decision - None

C. Action

Sharmila will inquire with Mary Johnston and Amber Malone about district policy and procedures on student accounts with academic suspension/financial hold. She will bring this topic back to the team, if necessary.

**VI. Work Study Job Duties**

A. Discussion

Dr. Bruinsma presented a draft document that outlines what tasks are acceptable and prohibited for faculty work study students.

B. Decision – This topic will need to be discussed with Financial Aid for Title IV Federal Student guidelines for input.

C. Action

The team will provide feedback and a second draft will be submitted at the next team meeting.

**VII. Synchronous Lecture Halls – Plan for training, scheduling, pilot** - Tabled.

Adjourn 10:03am