



Division Meeting Minutes

Date:	June 25, 2026
Time/Location:	2:30 pm – 4:00 pm. MS Teams.
Facilitator:	Dr. Cathy Robb, VCAA
Attendees:	Dean Richards, Dean Frederick, Dean Tarr, Eva Fatheree, Mike Conn, Rob Jackman, Kathy Wheeler, Jamie Carman.
Guests:	Brandon Weger, Chris Forde, Cameron Ireland
Not in Attendance:	Mandy Gre pares, Jessica McDonald
Recorder:	Sarah Clodfelter

Meeting Summary

AALT meeting this month included Brandon Weger as a guest to review the Turnitin Clarity addition for Canvas starting this Fall. Guests also included Chris Forde and Cameron Ireland to provide updates on the new webpages to reflect meta majors and transfer pathways.

Key Focus Areas – Work Project Updates:

- Simple Syllabus
- Program Review
- Perkins Budget
- Course & Curriculum Changes

Major Decisions

- Approved all course and curriculum changes as presented. Dean Richards made a motion to approve, and Mike Conn seconded; the motion passes with a unanimous vote.

Upcoming Deadlines

- Program Review due July 24th for submission to August SEPC agenda

Agenda Items

1. Guest Presentations

Discussions

- **Brandon Weger – Turnitin Clarity for FY27.**

Secured a one-year contract for Turnitin Clarity to support ensuring student integrity in submitting written electronic work. This feature is one tool to address faculty's concerns with AI generated text. Clarity (which will be available in Canvas for faculty) allows instructors to see the students' entire writing process – typing patterns, pasted text, writing time and draft history – not just the final submission. Students' writing histories can be viewed through the video playback function for the faculty to see where and how AI platforms may have been used to generate text.

Turnitin Clarity training for faculty (full time and adjuncts) will be rolled out in Mid-August to support implementation for Fall classes. More information on training will be provided later.

- **Chris Forde and Cameron Ireland – Pathways Webpage Demo.**

Update was provided on the new webpage to support organizing curriculum by Department, Meta Major and Pathways. New transfer pathways webpages were shared with the AALT group for review and feedback. These pages offer a brief description of the pathway with the required courses categorized by: General Education, Core Courses, College Orientation, and Approved Electives.

Action Items

- From Chris & Cameron – provide input/feedback on the transfer pathways webpages by Wednesday next week (July 1). They are open to ideas for improving these pages.

2. Dr. Robb ~ Simple Syllabus for Fall 2026

Discussion

- Deans and Dr. Robb from AALT have completed the Simple Syllabus training as of earlier today (June 25). The next two weeks will be a sandbox review of the template and the settings. This project is on track to be ready for faculty use by mid-July!

Simple Syllabus has a District wide template that will be auto populated in each Canvas class to include data directly from the Banner SIS. This will

reduce faculty workload and provide a consistent syllabus deliver across the District.

Action Items

- Jeff Gumbel will contact Mike Conn to prepare a short training video for faculty on how to use the Simple Syllabus template in Canvas.
- Hands-on training for faculty will be coordinated in August.

3. Perkins – Rob J

- July 22nd is the on-site Perkins audit.
- Perkins budget for FY27 has been submitted with a focus on welding equipment.

4. Program Review – Mandy G

- Coal Mining Technology – Review Results section missing.
- Athletics – Section 3 questions missing and Review Results section missing
- Mandy will begin assembling templates into one document starting on June 29. All missing sections need to be completed by July 1st.

5. Course & Curriculum Approval Items – Eva F & Deans

- **Curriculum Revisions**
 - EDU D365 and EDU C364- Paraprofessional Educator Degree and Certificate: Degree and Certificate Reactivation
 - GAD C198- Graphic Design: Course changes and program hours increased from 30.5 to 36 credit hours.
- **Curriculum Inactivation**
 - GAD D199- Graphic Arts and Design: Withdrawn due to low enrollment.
 - IST D217- Information Systems Technology: Withdrawn due to low enrollment.
 - IST C216- Network Technician: Withdrawn due to low enrollment.
- **Course Revisions**
 - BNA 1200- Basic Nurse Assistant Training Program: Course prefix and number change from HEA 1203.
 - DRA 1111- Introduction to Theatre: Curriculum change to update SLOs, outline, and course description.
 - DRA 1121- Acting: Course reactivation.
 - DRA 2111- Stage Craft and Lighting: Curriculum change to update SLOs, outline, and course description.

- ENG 1201- Communications: Merged components of this course with ENG 1212 to remove course redundancy.
 - MIT 1612- Health & Safety Orientation II: Curriculum, course prefix, and number change from CMN 1212.
 - MIT 1624- ERG & Workplace Safety: Curriculum, course prefix, and number change from CMN 1224.
 - MIT 1646- First Aid for Mining: Curriculum, course prefix, and number change from CMN 1246.
 - PHY 1120, 1122, 2110, and 2112: Course title changes per the faculty's recommendation.
 - PSY 2104, 2105, 2107, 2109, and 2111: Removing the prerequisites supported by IAI requirements.
- **Course Withdrawals**
 - AUM 1271- Automotive Diesel Engines: Withdrawn due to withdrawal of AUM C533
 - AUM 1272- Automotive Diesel Performance: Withdrawn due to withdrawal of AUM C533
 - ENG 1212- Technical Writing: Duplicate of ENG 1201.
 - CMI 1214, 1215, 1216, 1623, 1624, 2208, 2209, 2216, 2218, 2223, 2224, 2236, 2241, 2250, 2251, 2272, 2274, 2280, 2282, 2283, 2295, and 2684: Withdrawn due to low enrollment.
 - CMN 1211, 1244, 1616, 1617, 1645, 1653, and 1690: Withdrawn due to low enrollment.
 - CMT 1280, 1291, and 1292: Withdrawn due to low enrollment.
 - EGR 1298- Topics in Eng: Withdrawn due to withdrawal of MANUF D563
 - EGR 2299- Ind. Study in Engineer. Tech.: Withdrawn due to withdrawal of MANUF D563
 - GAD 1205, 1213, 1214, 1217, 1281, 2212, 2221, 2231, 2281, 2297, 2298, and 2299: Withdrawn due to withdrawal of GAD D199
 - **New Courses**
 - DRA 1142- Ethnic Traditions in Theatre: New course for the Theatre pathway
 - DRA 1143- History of Theatre: New course for the Theatre pathway
 - DRA 1144- Play Analysis for Production: New course for the Theatre pathway.

Action Items

- All course & curriculum changes were approved pending final review by the VCAA and signing the CAR forms to authorize the changes. Review is scheduled for July 9th at FCC.

Action Item Tracker

Task	Owner	Deadline	Status
Program Review – Merge all templates into one document for review and proofing.	Mandy G	July 15	In Progress
Program Review – proofing	AALT	Week of July 20th	Due July 24 th for SEPC submission.
Perkins Audit – July 22	Rob J	July 13	In Progress – assembling required documentation
CARs to Review from Course & Curriculum Changes	Eva F, Mandy G, and Dr. Robb	July 9 – Will review all forms for signature at FCC.	In Progress

SEPC Items

- Program Review will be submitted for August SEPC approval.

Additional Announcements

Discussion

- Mike Conn, CETL – Team of 6 will be attending the InstructureCon (Canvas) 2026 conference at Louisville, KY on July 21 to July 23. Attendees include: Mike Conn, Dean Richards, Dean Frederick, Dean Tarr, Carrie Brown and Tosha Baker.
- Mike Conn, CELT – Moving the recording studio this summer from FCC to OCC. Relocating the recording studio just down the hall from the CETL Office will provide a more central location with the goal of increasing faculty usage.

Adjournment

Meeting concluded at: 3:35 pm.

Next AALT Meeting is Thursday, July 16th at 1 pm.