



Division Meeting Minutes

Date:	Thursday, July 16, 2026
Time/Location:	1:00 pm - 2:00 pm MS Teams
Facilitator:	Dr. Cathy Robb, VCAA
Attendees:	Dean Richards, Dean Frederick, Dean Tarr, Eva Fatheree, Mike Conn, Rob Jackman, Kathy Wheeler, and Jessica McDonald
Not in Attendance:	Mandy Gre pares & Jamie Carman
Recorder:	Sarah Clodfelter

Meeting Summary

AALT meeting this month included updates on finalizing the Simple Syllabus implementation project and a communication plan to all faculty. A candidate has been selected for the new STEM Dean position at WVC. This is pending BOT approval with a start date of July 27th. Dean Tarr has two full-time math openings at OCC and WVC with candidates selected pending BOT approval. A new District wide Team Lead for the Academic Advisor position is posted along with the Dean of Students position. Both positions are open and are posted on the IECC – HR Employment website.

Key Focus Areas

- Simple Syllabus final implementation and communication timeline.
- New STEM Dean pending BOT approval with a start date of August 27th.
- OCC & WVC Math Instructors
- InstructureCon 2026 – Canvas Conference
- Club Classes Discussion
- Course & Curriculum Changes
- Perkins Budget
- Program Review

Major Decisions

- Approved all course and curriculum changes as presented. Dean Frederick made a motion to approve, and Dean Richards seconded the motion. The motion passed with a unanimous vote.
- Approved Procedure 500.5.2 Credit for Prior Learning: Certifications and Licensures Automotive table was updated to reflect curriculum changes.

- Approved ATSSA Certification Exam Fee for the EDS 1210 class to be added to the catalog for the Broadband Telecom program.

Upcoming Deadlines

- Program Review edits are due by July 28th for August SEPC agenda.

Agenda Items

1. Dr. Robb – Simple Syllabus & STEM Dean Update

- All training and implementation has been completed for the Simple Syllabus launch this Fall! A few items are being fine-tuned by IT and once this is completed Dr. Robb will send an email out to all faculty with instructions for starting to use Simple Syllabus within their Canvas class shells. Carrie Hallam is making a demo video to “walk” faculty through using Simple Syllabus. The goal is for a Simple Syllabus communication email to go out next week to all faculty.
- A candidate for the new STEM Dean will be presented to the Board of Trustees on Tuesday, July 21st for approval. The planned start date is July 27th and onboarding orientation will include visiting all campuses within the first two weeks.

Action Items

- Carrie Hallam will create 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 at the faculty workshop days.

2. Dean Tarr – OCC & WVC Math Instructor Update

- A candidate has been selected for the full-time, tenure track OCC math faculty position. This will be going to the July Board of Trustees meeting for hiring approval.
- A candidate has been selected for the full-time, temporary WVC math faculty position. This will be going to the July Board of Trustees meeting for hiring approval.

3. Club Classes

- A review of club classes was discussed as they failed a random class audit as some lacked posting a syllabus and/or documenting learning outcomes, with meeting the required contact time.
- Tuition is waived for club classes, and they are being currently listed as a credit bearing course.
- Club activities vary across the four campuses with reflects a challenge in consistent practices.

- Club activities are important for the campus environment and the overall student experience, but the question is.....are they an academic class?

Action Items

- Dr. Robb will review the function of club classes with SALT for their input on this issue and will report back to AALT for further discussion.

4. Approval Items

○ **Course Revisions**

- BRD 2220 – Broadcast Performance Lab: Name change from practicum in broadcasting; removing repeatability and prerequisite.
- EPF 1204 – Advanced Firefighter Tech: Name change from firefighter applications; course description minor change and outline revised to reflect new NFPA 1001 standards.
- HIS 1104 – History of Easter Civ I: Removing pre-requisite.
- PHI 2101 – Introduction to Ethics: Removing repeatability and updating course description.

○ **Curriculum Revisions**

- BAID C335 – HEA 1203 now BNA 1200
- HLTH C196 – HEA 1203 now BNA 1200
- AGS D595 – ENG 1212 to ENG 1201
- BUS D186 – ENG 1212 to ENG 1201
- HRA D245 – ENG 1212 to ENG 1201
- MEDA D292 – ENG 1212 to ENG 1201
- MEDA C192 – ENG 1212 to ENG 1201
- PTEC D302 – ENG 1212 to ENG 1201
- PTEC C301 – ENG 1212 to ENG 1201
- INDMG C273 – ENG 1212 to ENG 1201

○ **EDS 1210 – Flagging and Traffic Control Fee**

- ATSSA Certification Exam Fee at the actual cost is requested to be added to the catalog to support the EDS 1210 course being included in the Broadband Telecom program.
- Note: This fee is currently listed for the EDS program in the catalog.

○ **Procedure 500.5.2 Credit for Prior Learning - Update**

- Procedure 500.5.2 Credit for Prior Learning: Certifications and Licensures is requested to be updated by removing the OCC AUM 1271 and AUM 1272 courses from the ASE Light Vehicle Diesel. These courses have been removed from the catalog.

Action Items

- All approval items (as listed above) were approved by a unanimous vote by all AALT members. The course & curriculum changes will be approved pending final review by the VCAA and approval signature on the CAR forms to authorize the changes. This review is scheduled for July 30th at FCC.

5. Rob Jackman – Perkins Update

- FY27 Perkins budget has been approved, which is earlier than normal. This will support purchasing sooner to support faculty/program needs.
- Perkins Audit is scheduled for July 22nd and the new liaison will be on the WVC campus for the audit. All materials to support the audit has been submitted and Rob indicated that he was prepared for the audit review.

6. Mandy G. (Dr. Robb) – Program Review

- Mandy has done a great job in assembling and tracking our program review project for FY26.
- Complete all edits by July 28th and let Mandy know if you see anything missing.
- This will be on SEPC's August agenda for review and approval.
- Program Review will need BOT approval before submitting this to ICCB by the September 1st deadline.

Action Item Tracker

Task	Owner	Deadline	Status
Submit Program Review for SEPC	Dr. Robb	July 29 th	In Progress
Simple Syllabus Communication to All Faculty	Dr. Robb	Week of July 20 th	Waiting on confirmation from Jeff G that all errors have been corrected.
Simple Syllabus Hands-on Training	Dr. Robb, Deans, Carrie Hallam	August 12 & August 13	Faculty workshops

SEPC Items

- Submit Program Review for the August SEPC meeting

Announcements

Business card procedure (C. Robb)

- Supervisors can complete the Business Card Request form on behalf of an employee to request business cards. The cards will be printed by the Marketing and Communications Team. If more than 50 business cards are requested then a budget code will be required on the form.

InstructureCon 2026 & Awards Committee (M. Conn)

- Dr. Conn, all Deans of Instructions and two faculty will be attending the InstructureCon 2026 (Canvas) conference at Louisville, KY on July 21 through July 24.
- Awards committee has met and they have a goal of bringing a proposal to review at the next AALT meeting.

Faculty Representative (J. McDonald)

- Faculty have questions about Simple Syllabus.
 - Questions were addressed earlier in the meeting.
- Faculty are asking about updates on workshops.
 - Dr. Robb responded – information will be coming soon from HR.
- Suggestion was made to have the VCAA have a monthly update email to all faculty in support of providing consistent communication for the new academic year.

Tabled Items

- **Degree Works Guided Pathways PROD (J. Carman)**

Adjournment

Meeting adjourned at 2:06 pm.

Next AALT meeting is scheduled for August 27th at 1:00 pm.