

Academic Affairs Leadership Team
July 22, 2024
9am via Zoom

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Michael Conn, Sharmila Kakac, Morris Nead, Rodney Ranes, and Tara Farleigh (Recorder).

IECC District Workshop, August 7, 2024, at OCC

An agenda will be available closer to the date of the workshop. The committee is finalizing breakout sessions to include skill sets. Dr. Gower will be the keynote speaker.

August 8 – Campus workshops in the morning with virtual assessment meetings in the afternoon.

August 9 – This is scheduled as a preparatory day for faculty on their designated campus. No mandatory activities will be scheduled for this day.

I. Department Updates

A. Sharmila reported:

- 1) The IMI Mine Rescue is scheduled this Wednesday, July 24 in Marion, Illinois. MIT instructors serve as judges for this event as well as office staff help with the registration process. IECC will have a booth at this event.
- 2) SBDC Advisory Committee will be meeting at TLB WRC this week. Sharmila reports a letter will be sent to eight county boards requesting financial support to match local funding received. Area chamber offices are visited by SBDC officials on a rotating basis. The county boards are highlighted as sponsors who support SBDC and recognized on social media outlets.
- 3) Notification was received from the JTED grant. The grant will begin September 1 where \$547,000 will be received. Sharmila will submit to Dr. Edgren information to hire one full-time and one part-time position to present at the August SEPC meeting for approval.
- 4) A part-time custodian/maintenance worker was hired at TLB WRC.
- 5) A total of 14 security cameras have been installed inside/outside at TLB WRC.

B. Rodney reported:

- 1) SOS grant was approved with \$77,000 awarded. Sharis Wilson completed this application process.
- 2) AEFL grant – State reduced federal funds by \$2M which will reduce our allocation to \$47,000. Hiring positions will be reworked to align with budget allocations.
- 3) GED Graduation was held last Friday at TLB WRC. Fourteen GED students attended with approximately 200 people present for this event.
- 4) ICAPS – Program currently partnering with Welding, CNA, IT, and Phlebotomy.
- 5) Transcript-Based Alternative Methods of Credentialing – Students who meet the eligibility requirements for a transcript-based Alternative Methods of Credentialing for high school equivalency may be granted a State of Illinois High School Diploma upon completion of state recognized minimum requirements. Those who are interested in participating in a transcript-based Alternative Method of Credentialing must have their high school and/or post-secondary transcript evaluated at the Regional Office of Education for their county of residence.

C. Morris reported:

- 1) Jennifer England, MLT Program Director, submitted her resignation effective January 2025. A job requisition form has been submitted to hire a replacement.
- 2) Title III grant will end September 30, 2024.
- 3) Morris met with Dr. Dunn and reports the grant is looking good.
- 4) A no cost extension is warranted due to the need to collect data and roll out the grant. The construction to the recording studio has not started yet. Morris will be submitting this information to the Department of Education in the middle of August. Dr. Bruinsma will call Tammy at Munselle to check on the next funding grant rotation for the district.

D. Dr. Conn reported:

- 1) Working with the IECC District Workshop committee on breakout sessions and skill sets.
- 2) Program Review – 90% complete. Deadline will be met for completion.
- 3) Curriculum for spring semester courses: MUS 2131 and Early Childhood Education.
- 4) Working on video series of best practices for the beginning of the fall semester.
- 5) WIDS – Viewing tutorials with a single user subscription.
- 6) Welding competency-based assessment – completed.

E. Dr. Bruinsma reported:

- 1) Dr. Bruinsma gave a shout out to Dr. Conn for working on Program Review due to Jodi Robinson submitting her resignation.
- 2) IGEN grant – Deadline is August 1. Submitting a project for an electric riding mower and electric push mower.
- 3) The semi at TLB WRC will be wrapped by using Auxiliary funds.
- 4) Dr. Bruinsma will be delivering an HLC presentation on August 7 at the IECC District Workshop.
- 5) HLC Accreditation Visit is scheduled for December 2 & 3. The committee members are working on writing criteria.
- 6) Web Printing Controls have announced they are closing their Fairfield facility. This closure will affect 38 employees, and this could be a retraining opportunity for the district.

F. Dr. Edgren reported:

- 1) Massage Therapy has been revamped to a one-year certificate program (three semesters) with 29 credit hours beginning this fall semester. Massage Therapy has 10 students enrolled.
- 2) 2024 Title IX Regulation Trainings have been sent to staff to complete.
- 3) Each division has been asked to create a mission statement. Jay distributed a handout regarding how to write a mission statement. Tara will schedule a team meeting for members to collaborate and determine a mission statement for the Academic Affairs Division.

II. Mental Health Resource Statement

A. Discussion

Dr. Bruinsma presented the Mental Health Resource Statement. This statement is an example that will be added to each master course syllabus.

B. Decision

Dr. Bruinsma proposed eliminating the first and last paragraph of the statement in order to keep the document brief and relevant. The proposal has been vetted by the IECC Deans and approved by the Academic Affairs Division.

C. Action

Dr. Bruinsma will communicate to Cassandra Goldman and Holly O'Brien the approved statement for syllabi beginning this fall semester.

III. Procedure 500.30 Withdrawal Procedure

A. Discussion

Dr. Bruinsma presented the revised Procedure 500.30 Withdrawal Procedure (approved by the Deans) via email for team approval.

B. Decision

C. Action

The team approved the revised Procedure 500.30 Withdrawal Procedure. The procedure will be forwarded to the August SEPC Meeting for approval.

*Dr. Bruinsma will provide AI information after the Chief Academic Officer Council meeting Thursday, July 25 for Academic Affairs approval.

Adjourn 9:50 am