



## Academic Affairs Leadership Team August 12, 2025, 9:00 am MS Office Teams

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**Members present:** Dr. Cathy Robb, Dr. Michael Conn, Dr. Alani Frederick, Cyndi Boyce, Robert Conn, Rob Jackman, Kathy Wheeler, Amy Tarr, and Mandy Greparaes (Recorder). Absent: Eva Fatheree.

### Department Updates

Dr. Robb reported:

- Beginning September 2025, representatives from Dual Credit and Student Engagement and Recruitment will attend the first AALT meeting of each month.
- A Welcome Back PowerPoint is available in Teams for Deans to use during their campus workshops.
- Program Review 2025 was approved by SEPC and will be presented to the Board of Trustees on August 19, 2025, to meet the ICCB submission deadline of September 1, 2025. Planning for Program Review 2026 will begin earlier to allow for a less rushed timeline.
- The Deans expressed interest in attending the ICCCA Conference in November, citing its value for professional development and networking.
- Biweekly one-on-one meetings with Dr. Robb will be scheduled to promote consistent communication within the team.

Dr. Conn reported:

- CETL has launched a new Accessibility page on its website to support inclusive teaching practices: <https://iecc.edu/iecc/academics/cetl/resources/iecc-accessibility-assistant>
- A Canvas resource page is being developed to provide faculty with accessible teaching tools and materials.
- An optional CETL Virtual Workshop is scheduled for August 15, 2025, from 9:00 a.m. to 12:00 p.m.
- Enrollment is now open for CETL Micro Certificates.
- The orientation course has been updated, with Sonja Wease teaching the course. All adjunct faculty will be automatically enrolled.
- Mike will collaborate with Brandon Weger to create a centralized space for storing assessment results.

Rob Jackman reported:

- Approval from ICCB to spend Fiscal Year 2026 Perkins funds is expected by mid-August 2025. The intent is to begin spending the funds at the start of the fiscal year.
- Rob has two extra Adobe Acrobat licenses available for use.

### Approval Items

#### **Cost Recovery Fee for Cosmo/Nail Tech Programs**

- A. Discussion:** Amy presented a proposed kit fee to be included in the catalog for students enrolled in the Cosmetology and Nail Technology programs.
- B. Decision:** AALT approved the recommended inclusion of the cost recovery fee.
- C. Action:** This item will be presented at the September 2025 SEPC meeting.

## **WVC Careers Day- Request for Approval to Suspend Classes in the WVC Science Building on February 27, 2026**

- A. Discussion:** Dr. Frederick requested approval to relocate classes scheduled in the WVC Science Building on February 27, 2026, to accommodate WVC Careers Day.
- B. Decision:** AALT approved the request. Dr. Frederick will coordinate with Katie Hinderliter, who manages room assignments at WVC.
- C. Action:** None.

## **Dean Discussion Items**

### **Procedure 500.5.3- Credit for Prior Learning: Tests/Examinations**

- A. Discussion:** Dr. Robb requested additional feedback regarding the inclusion of GED (General Education Development) testing in Procedure 500.5.3. Currently, IECC awards academic credit for AP (Advanced Placement), CLEP (College Level Examination Program), IB (International Baccalaureate), and GED testing when minimum scores are met. However, IECC is not required to award college credit for specific GED scores. Additionally, the courses listed under GED testing are not part of the GECC (General Education Core Curriculum) and are unlikely to count toward degree completion.
- B. Decision:** Dr. Robb will schedule a meeting with Adult Education and Institutional Outreach to further discuss the procedure.
- C. Action:** None.

### **Adjunct Virtual Workshops**

- A. Discussion:** Dr. Robb asked the Deans whether they planned to hold virtual workshops for adjunct faculty. Amy shared that she will be recording an informational video to send to her adjuncts.
- B. Decision:** The Deans agreed to contact their adjunct faculty individually.
- C. Action:** None.

### **Updated Course Revision Form**

- A. Discussion:** Dr. Robb introduced an updated Course Revision Form aimed at streamlining the revision process. The Deans recommended featuring the semester, CRN, and course information prominently at the top of the form. They also suggested including the Banner percentage and adding a designated area for listing any additional instructors associated with the course. To improve usability, the form will be formatted to fit on a single page.
- B. Decision:** Once Mandy completes the recommended edits, the revised form will be brought back to AALT on September 9, 2025, for further review.
- C. Action:** Mandy will edit the form and upload it to Teams.

### **Working List**

- A. Discussion:** Dr. Frederick proposed creating a shared list in Teams to track items the Deans are interested in working on collaboratively. This would serve as a centralized space for ongoing initiatives and priorities.
- B. Decision:** Dr. Robb will follow up with Mandy about using Planner to assign and manage tasks within the list.
- C. Action:** The Deans will bring forward any items they wish to include in the plan during AALT meetings.

## **Adjournment 10:40 am**