



Division Meeting Minutes

Date:	Wednesday, August 26, 2026
Time/Location:	2:30 pm – 4:00 pm MS Teams
Facilitator:	Dr. Cathy Robb, VCAA
Attendees:	Dean Richards, Dean Frederick, Dean Tarr, Dean Sigler Eva Fatheree, Mike Conn, Rob Jackman, Kathy Wheeler, Jamie Carman, and Jessica McDonald
Recorder:	Mandy Greparaes

Meeting Summary

The AALT meeting focused on curriculum and program updates, guided pathways initiatives, faculty support, and academic planning. Members approved all course and curriculum revisions as presented, endorsed the Excellence in Teaching and Excellence in Staff awards proposal, discussed aligning online course reviews with the program review cycle, reviewed plans for Program Review 2027, and emphasized the need for consistency between Banner and catalog course descriptions. Additional discussions included the Spring 2027 schedule, updates to the new Pathways website, faculty meetings, and improvements to the guided pathways processes.

Key Focus Areas

- Course & Curriculum Changes
- Course Revision Spreadsheet
- Review of the "Projected" field in SSASECT
- Plans for Deans to hold Faculty Meetings
- Monthly Updates to New Pathways Website
- Program Review 2027
- Banner Comparison with Catalogue Descriptions
- Degree Works for the Guided Pathways
- Review Cycle for Online Courses and Master Syllabi
- Business/Acct/Marketing Department Degree & Cert Changes
- Budget Item to support travel/development for officer-related PD Activities

Major Decisions

- Approved all course and curriculum changes as presented. Dean Sigler made a motion to approve, and Dean Tarr seconded the motion. The motion passed with a unanimous vote.

- Approved the proposal for Excellence in Teaching and Excellence in Staff awards.

Upcoming Deadlines

- Program Review 2026 is due to ICCB by September 1st. Eva will make the submission by Friday, August 28th.
- Spring 2027 schedule is being drafted by the Deans with a target of October 1st for the schedule to be published.

SEPC Items

- Submit the Proposal for Excellence in Teaching and Excellence in Staff Awards for the October SEPC meeting.

Agenda Items

1. Dr. Conn – Canvas Global Navigation Color Scheme & Review Cycle for Online Courses with Master Syllabi Alignment

Discussion

- The default color scheme for Canvas does not work well with designing courses, so a neutral lighter color scheme was presented. The contrast needs to be high enough between the grey and the white to maintain accessibility.
- Dr. Conn will align the review cycle for online courses with the master syllabi review cycle per ICCB Program Review. This will support a streamlined review process for online courses with Program Review.

Action Items

- Dr. Conn will confirm the suggested color change in Canvas with Cameron and then will draft a communication to send out to faculty before the default color is changed in Canvas.

2. Jamie Carman – Procedure 800.14 Exceptions to Guided Pathways

Discussion

- This procedure establishes a consistent, systemwide process for the review, approval, documentation, and oversight of exceptions to guided pathway curriculum requirements.

Action Items

- Jamie Carman and the Deans will meet before October to supply input on the information they want to see on a new Pathway Course Exception Form.

3. Approval Items

Discussion

- **Course Revisions**
 - CMI 1604 – Mining/EMT: Credit/lec/lab increased from 7-5-2 to 9-9-0; removing the lab; updating SLOs and recommended textbooks.
 - CMI 1645 – Diesel Qualifications: Credit/lec/lab reduced from 1.5-1.5-0 to .5-.5-0; removing the variable; updating course desc and topical outline.
 - CMI 1684 – Mine Rescue: Unlimited repeatability.
 - CMN 2690 – Impoundment Training: Name change from Impoundment Initial Training; updating course desc and recommended textbooks.
 - CMT 1205 – Introduction to Surface Mining: Credit/lec/lab reduced from 3-3-0 to 1.5-1.5-0; updating course desc and topical outline.
 - CMT 1260 – Mining Problems: Revising from 4 cr/3 lec/1 lab to 4 cr/4 lec/0 lab; removing the lab; updating recommended textbooks and topical outline.
 - CMT 2210 – Mine Machinery Repair I: Revising from 4 cr/3.5 lec/.5 lab to 4 cr/4 lec/0 lab; removing the lab; updating recommended textbooks and topical outline.
 - CMT 2240 – Mine Hydraulics II: Revising from 4 cr/3.5 lec/.5 lab to 4 cr/4 lec/0 lab; removing the lab; updating course desc and topical outline.
 - CMT 2260 – Mine Electrical Maintenance II: Revising from 4 cr/3 lec/1 lab to 4 cr/4 lec/0 lab; removing the lab; updating course desc and topical outline.
 - CMT 2290 – Mining Systems: Revising from 4 cr/3 lec/1 lab to 4 cr/4 lec/0 lab; removing the lab; updating course desc and topical outline.
 - ECE 1207 – Child Observation & Assessment: Updating SLOs.
 - PHI 2121 – Philosophy of Religion: Updating course desc, SLOs, and topical outline.
- **Course Withdrawals**
 - CMI 2270 and 2271: Withdrawn due to low enrollment.

- **Excellence in Teaching and Excellence in Staff Awards**
 - This awards structure aims to honor faculty and staff at IECC for their exceptional dedication, innovative teaching, and excellent service.

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 August 27th at FCC with Dr. Robb, Eva, and Mandy.

4. Dr. Robb – Course Revision Spreadsheet & Review of the “Projected” field in SSASECT

Discussion

- Any changes to the schedule after it has been published will be tracked on the new Course Revision Excel Spreadsheet. The document will be shared in the AALT Teams and will be effective as a procedure for AALT starting October 2027.
- Amber Malone is going to test the “Projected” field in SSASECT as a future enrollment planning tool to support the Deans in planning for cross listed class sections.

5. Faculty Meetings

Discussion

- The Deans will hold regular faculty meetings during the Fall semester. These meetings will focus on Program Review, curriculum goals, Canvas updates, assessment practices, and other updates as needed. The Deans will establish a meeting schedule for the Fall semester.

6. New Pathways Website

Discussion

- Cameron Ireland is requesting monthly updates to any program changes that will need to be made to the new website, as this is a manual process.

Action Items

- Mandy will track the changes and provide monthly updates to Cameron in a spreadsheet.

7. Eva Fatheree – Program Review 2027 & Banner Comparison with Catalogue Descriptions

Discussion

- The programs and courses that are to be included for Program Review 2027 were provided to AALT in the Teams folder. The Deans requested printed syllabi to review the courses with their faculty.
- Data Standards is requesting that Banner and the Catalog descriptions match.

Action Items

- Dr. Robb will provide timelines and due dates for templates to be completed at the next AALT meeting.
- The Deans will update the preferred description they want in Banner and the Catalogue on the excel document in the AALT Teams.

8. Dean Tarr – Business/Acct/Marketing Department Degree & Cert Changes

Discussion

- The following Degree and Certificates have been inactivated:
 - ACT D140 – Accounting
 - ACT C141 – Quick Books
 - HRA D245 – Human Resource Assistant
 - MARKT D235 – Marketing Business Management
 - OFADM D247 – Office Administration
- BUS D186 – Business Administration degree is updated with concentration options. Dean Tarr and several faculty members will be exploring Sports Management as an additional concentration option to be added to this degree as a goal this year.

9. Dean Sigler – Budget Item to support travel/development for officer-related PD Activities

Discussion

- This line item is built into some but not all disciplines as a Due or Subscription; request is to review for consistency.

10. Jamie Carman – Degree Works for the Guided Pathways

Discussion

- Degree Works currently lists the core and recommended courses based on the guided pathways.

Action Items

- Jamie will remove the core and recommended courses to avoid over-complications in building the degree works plan for students. Following the guided pathway will be the responsibility of the advisor as students are advised and registered for classes each semester.

Action Item Tracker

Task	Owner	Deadline	Status
Submit Program Review to ICCB	Eva Fatheree	September 1 st	Submit by Friday, August 28 th !
CARs to Review from Course & Curriculum Changes	Dr. Robb, Eva Fatheree, and Mandy Greparaes	August 27 th – Will review all forms for signature at FCC	In Progress
Submit Awards Proposal for SEPC	Dr. Robb	September 28 th	October SEPC
Program Review 2027 – Establish Timelines/Due Dates for Templates	Dr. Robb	September 10 th	Due September 10 th for next AALT meeting

Additional Announcements

AALT Meetings (C. Robb)

- FLOW order will be used to determine the location of the AALT meetings.
- Dr. Robb and Mandy will establish dates and locations.

Faculty Representative (J. McDonald)

- Jessica will send out an email to WVC faculty for volunteers to be the new faculty representative at AALT.
- Faculty have questions about Inclusive Access and eCampus.
 - Dr. Robb will follow up with Chris Simpson on book questions.
- Faculty are asking about updates on the Spring 2027 schedule.
 - Dr. Robb responded – draft schedule will be completed in the next couple of weeks with the completed schedule being published by October 1st.

Next Meeting (Thursday, September 10th @ FCC Boyes Hall at 1 pm)

Adjournment

Meeting concluded at: 4:37 pm