



Academic Leadership Team Minutes

August 12, 2025

1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. April Teske
x	JoElla Basler	x	Kristy Stephenson		Teale Betts
x	Amanda Hannan	x	Rebecca Steinmetz	x	Dr. Dane Muckler
	Wendy Harris	x	Dr. Ian Nicolaides		Melissa Luttenbacher
x	Ginger Harner				

I. Call to Order @ 1:06 p.m.

II. Approve June 24, 2025 & July 22, 2025 Minutes 1- LA; 2-GH

III. AUTOMAT Student Support Plan

This grant is from the DOL and will go for another year. One initiative is to support special populations of students. Dr. Muckler created a draft of procedures for the ways we can fund the support of these students and presented it to the team. Specifically, transportation funding increases and providing students necessary equipment for the dual credit/dual enrollment students. Kristy suggests supporting the welding program to supplement the postponed CBE WEL course fees that normally would provide consumable materials for instruction (rods, sheet metal, etc.). Further explanation and discussion on how the grant would be acceptable for this funding.

Dr. Teske made a motion to accept the procedure with the recommended amendments, seconded by Ginger. All approved.

IV. Anything for the group?

Dr. Shelby thanked everyone for turning in the program reviews. And likewise, her efforts for completing this for us.

JoElla verified that Assessment Day is a non-instructional day. The team agrees that Assessment Day needs to be added to the syllabus attachment and Catalog Calendar.

Concerns about budget funds that were approved and communication efforts.

Ginger discussed some items going on in Adult Ed.

Dr. Nicolaides discussed his and Lori's experience at the Anatomage Conference with VR/interactive equipment that enhances student learning. Discussion about the equipment, options, and funding. Also noted, when we start looking at these types of equipment, we need to

keep Chris aware as we have the Master Plan to consider.

V. Review FY26 Project Management Plan (handout)

A. Schedules- Both intersessions and spring

Becky reviewed the winter and summer intersession courses and enrollment from last academic year.

B. Wrap up FY25 CQI; start thinking about FY26

Dr. Teske instructed that everyone needs to finish up their CQI. Once that's completed, we will start the new one. Dr. Teske used Weave to review some open CQI's.

1. Revised CQI document (handout)

Dr. Teske reviewed the CQI document. The only thing changed was the order and some language. The language was changed with the hopes it would be clearer for understanding. Parts 5 & 6 are geared to learning outcomes; therefore, it will be required for AA to complete those parts. Hoping this structure will help it flow better and more and more people will understand why we do this.

C. Budget & Equipment- Start spending your money, especially quote/bidding purchases

Be thinking about the preliminary budgets for the CQI. November and December, Dr. Teske will start working on proposals for FY27.

D. Start reviewing catalog and noting changes and additions for 26-27

1. Check the addendum to make sure everything is reflected for 25-26

We need to start reviewing the catalog for any changes, including the addendums, for accuracy. Courses, programs, plans, etc.

E. Faculty Evaluations

We will be starting soon faculty evaluations soon. We will be working with HR to get that done.

F. Fall Advisory Councils- Consider inviting Shane Bennett, ED of SCC Foundation

When conducting the advisory meetings, we should consider inviting Shane to connect with the community.

VI. Faculty Qualifications Reviews timely

We need to make sure to get the reviews done timely. We have the department adjunct pools now, but some of the applicants aren't listing what courses they are willing to instruct. Be mindful of their qualifications. The team would like the pool postings to include the language "Indicate the course for which you like to apply." Discussion about the adjunct pool and processes. Dr. Teske will work with HR about the ideas for the postings.

VII. Adjournment @ 3:06 p.m. A motion was made to adjourn by Lori and seconded by JoElla.