



## Academic Leadership Team Minutes

August 26, 2025  
1:00-3:00 p.m.

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

- I. **Call to Order** at 1:04 p.m.
- II. **Approve August 12, 2025 Minutes** A motion to accept the minutes as presented was made by Kristy and seconded by JoElla.
- III. **Introduce Jeremy Holley, Director of Five County Regional Vocational Center**  
Tabled.
- IV. **Anything else for the group?**  
Ginger is double booking GED to see who returns after registration. The alternative high school is making good referrals.

JoElla inquired about the Faculty Observations Forms. She wanted to know if we complete the form and Neo Ed. Dr. Teske suggests to hold on to the form until we do the NeoEd trainings. JoElla inquired if the training is mandatory. Dr. Teske explained the training is not mandatory, but using NeoEd will be mandatory.

Lori did a follow-up with Anatomage and compatibility with the CJ equipment. It was determined the CJ equipment will not be compatible.

Lori inquired about when faculty submit the time-off request. The time-off notification used to go to the chair, now it just goes to the Dean. This is creating a miscommunication of days off for faculty. The need for the chair to receive the notification is not to approve, just be able to see it.

Lori asked about the 2025 CQI's input due date. Dr. Muckler gave input that we will input those on Tuesday; there will be plenty of time for entry.

Kristy introduced Tara, the new CTE administrative assistant.

Dr. Teske and Kristy explained ICCB did a monitoring visit today for Perkins. Perkins has the

most restrictions and the most rules. The ICCB representative told us there was no findings! We will be given some suggestions. Suggestions were given that will be communicated to ICCB for improvements.

JoElla is bringing her child psychology to watch the birthing simulator.

Cosmo is full! RLC had low enrollment and called SCC asking if we could take on their students, but we already have a waiting list.

Mandy is taking their ambulance to the State Fair and Labor Day parade. Dr. Teske and Kristy are taking the piglet simulators. If we do this next year, we can ask for more space and take the EV car. Additionally, about events, Kevin sent out an excel spreadsheet for volunteers for these events and others. We need to support Student Affairs with these efforts as we are all recruiters for SCC.

Dr. Muckler is finalizing CBE Business for HLC approval.

C&I will busy. There will be good stuff will be coming up.

Dr. Muckler has been talking with Russ Stoup, who is working for ION. It was brought to Dr. Muckler's attention that we have thousands of dollars of credit that can be utilized for taking some courses about teaching online. Dr. Muckler will be sending out an email.

JoElla asked about using credit cards for subscriptions and using institutional funds for that.

JoElla recognized Reece's instructional technique in his history discussion and was showing locations via Google Earth to demonstrate the place today. Dr. Teske explained how Dreamscape Learn would be able to put on the googles and tour the location of teaching to enhance his techniques.

## **V. Dual Credit Lead Faculty- Teale**

Teale issued handouts. One of them that went over the courses offered, course name, instructor, semester, lead instructor and department. Another handout issued indicated who is due for observations, including a clean handout simplifying the process. Teale asked the team how they wanted to document the remaining instructors that need to be checked in with but don't need an observation. The team just asked for a place to mark it was complete.

JoElla asked if we knew if anyone was going to need special dual credit sections to account for during their scheduling. Teale is not aware any right now.

## **VI. Scheduling**

### **A. Admin Assist need by 9/2**

If you can get those to the admin assts by Tuesday, this gives Becky some time to work with Tara and enter Dr. Shelby's area's room assignments into Google calendar.

**B. Pay attention to course conflicts/overlaps, time requirements (not under and not too over)**

Pay attention to normal and late start times/dates, holidays. Who is the go-to person for scheduling in Student Affairs? Previously, Jeff said to come to him. However, Anita Gentry started yesterday. Danielle might be able to field some questions until Anita becomes comfortable with the college.

**C. Work with Lindsay for the centers**

Lindsay did call today. She has had her hands full with dual credit. She is trying to get something together for extension centers by tomorrow. When she called, she mentioned CNA, EMR, EKG. She is game for anything, be creative, the extensions are ready to try something new. Mandy has an idea for patient care tech. She will work with Lindsay. Lindsay believes Cairo would have enough for an evening section. Anna is getting requests for evening classes. She has the same topic for Massac Center - to get a science lab. Dr. Teske suggests getting with a science dual credit instructor to do the lecture in the evenings and labs on Saturday. Becky suggested maybe the administrative assistant at Massac Center help with the lab setup. Dr. Shelby wants to know what they are requesting specifically. Making a broad statement isn't enough to work off of, so if we could narrow down the requests. Also, Dr. Teske clarified we are still avoiding the noon hour. Lee is thinking about making new courses on history of country music or history of hip hop. Discussion with Dr. Shelby about how those courses would be setup with IAI. Dr. Teske will give Lindsay our feedback. Lindsay will be calling each of the deans and/or chairs hopefully tomorrow. Dr. Shelby added there has been a request every semester to make the Alexander Center's Gen Ed courses late start. Do we want to try something like that? This will be reviewed.

**VII. Adjournment** at 2:03. A motion was made to adjourn by Teale and seconded by Dr. Nicolaides.