Academic Leadership Team Minutes
October 14, 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**		**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. by Dr. Teske

II. **Approve September 23, 2025 Minutes** A motion to approve the minutes as presented was made by Ginger, seconded by Teale. All approved.

III. **Anything for the group?**
Ginger will be using a new grant to re-equip the adult ed labs with new computers. Dr. Teske reminded Ginger to work with IT about the upcoming intentions.

Lori has had a lot of advisors reach out with student complaints and concerns. She recommends the advisors be reminded of the complaint procedure.

Lori attended a couple of virtual meetings for the grant that was awarded. The grant is a flipped teaching model grant partnering with SIU that's an NSF funded grant. Participating faculty will receive trainings and potential stipends to encourage advancements in learning.

Dr. Nicolaides is performing a review process for A&P courses against another institution and AI. He has found the courses are very similar at each institution. Dr. Teske recommended running it by AH/Nursing faculty along with Dr. Brown for alignment.

Lori has requested flash drives with the USB update for the Anatomage tables.

Lori acknowledged that SCC day went well and the groups were more manageable. Teale added the students liked the interactive sessions. The team shared what worked well for their area and offered tips for future SCC day.

IV. **Operating Standard feedback**
  A. **A1000.20- Shared Governance Manual**

Dr. Teske asked the team to review the OS. She wanted input specifically on the faculty involvement. She recognizes faculty have limited availability for various reasons. Dr. Taylor wants to make sure faculty have a voice at the meetings. Dr. Teske went over the specific guideline that needs their input. The team discussed the OS and recommendations were recorded by Dr. Teske to give Dr. Taylor.

A4100.50- Remote Work

Dr. Teske brought to attention of the team this is just an alternative work assignment, not a remote position. The team discussed their thoughts and recommendations. Dr. Teske recorded the concerns and recommendations to take back to Dr. Taylor.

V. **Faculty Workload communication - tabled**

VI. **Faculty onboarding- AA Handbook**
Dr. Teske reminded the team that it is on us to onboard new faculty about Academic Affairs related topics. When you are onboarding FT faculty, sit with them and walk them right through it and include the workload piece.

VII. **Reminders:**
- **A. FY25 CQI findings and new FY26 CQI were due on Oct. 1**
- **B. 3-year equipment lists- update those ongoing now**
  - **1. Quarterly updates will be done to allow for grants**
  - **2. Let me know when any changes are made so I can send to Chris**
- **C. Catalog Review- Changes due end of November**
- **D. Observations and evaluations due December 1**
- **E. NEW position requests due to Chris in December**

Dr. Teske reviewed all the reminders with the team.

VIII. **Adjournment** at 2:59 p.m. with a motion by Dr. Shelby, seconded by Dr. Nicolaides. All approved.

“Great leaders are great servants. They have a genuine concern for the people they lead and they’re always looking for ways to make their people better”.
~Simon Sinek