



*Academic Affairs Agenda
November 10, 2025 at 2:00pm
River Room*

Chair: (Dr. Ian Nicolaides)

Roll Call:

<input type="checkbox"/>	Blake Goforth	<input checked="" type="checkbox"/>	Dr. Kristin Shelby	<input checked="" type="checkbox"/>	David Black
<input checked="" type="checkbox"/>	Danielle Boyd	<input type="checkbox"/>	Ginny Severs	<input checked="" type="checkbox"/>	Dr. April Teske
<input checked="" type="checkbox"/>	Dr. Ian Nicolaides	<input checked="" type="checkbox"/>	Becky Steinmetz	<input checked="" type="checkbox"/>	Reece Rutland
<input checked="" type="checkbox"/>	Rachael Trotter	<input checked="" type="checkbox"/>	Mackenzie Scherer	<input checked="" type="checkbox"/>	Jennifer Watkins
<input checked="" type="checkbox"/>	Sheryl Ribbing	<input checked="" type="checkbox"/>	Teale Betts	<input checked="" type="checkbox"/>	Dr. Melanie Pecord

- I. Call to Order** at 2:00p.m. by Dr. Nicolaides
- II. Approve Minutes of October 16, 2025 Meeting** A motion was made to accept the minutes as presented by Dr. Shelby and seconded by Teale.
- III. Additions to the Agenda**
Introduction of Dr. Melanie Pecord and the council.
- IV. Reports from Other Shared Governance Meetings**
C&I (Dr. Shelby) the next meeting is 11/20. They are mainly completing catalog cleanup and addendums that are due 12/1.

SAAT (Dr. Teske) has looked at global and cultural awareness & oral communication data last month. We are looking into ways to make data collection analysis more efficient. We can utilize Dr. Muckler and Ender to help make this process more efficient. Sheryl will make her rounds for the personal growth & responsibility rubric suggestions.

SALT (Danielle) They haven't met since our last meeting.

ERT (Rachael) has no updates. She attended a healthcare fair during the last meeting.

V. Items for Discussion

a. Academic Tutoring/Student Success

How can faculty improve on the process to understand what is offered & how to obtain services? Rachael pointed out one hurdle is that students need tutoring, but they don't have transportation to get here. Dr. Shelby wondered if we have looked into peer tutoring over zoom? Otherwise, Student Support will need tutors available to go to centers or be virtual. Would it be helpful to invite Mindy or Anita? The council agrees it would be beneficial. One thought is that retention alerts should trigger the idea of tutoring. One problem with that is there are more options than just tutoring needs that may not prompt tutoring recommendations. In Sheryl's experience, she gets more action if she creates a retention alert and send an email to the advisors. She feels it usually more than one issue, not usually a single issue. Faculty recommended having status updates initiated to keep progress on the student. There is concern because it feels like students view the process like the faculty has told on them and then it creates a reclusion from the faculty/student relationship. Dr. Teske will have Mindy and Anita come to provide a refresher training on retention alerts/testing/tutoring.

b. Prioritization of Outstanding Operating Standards

Dr. Teske demonstrated the policy/procedure manual located on the website. Since April, Academic Affairs shared governance teams created all 5 policies and 22 OS. Dr. Teske wants to talk about how to group the remaining OS and how to leave them in the succession plan. She reviewed all the outstanding OS that will need to be completed. The council created a plan to complete those OS.

VI. New Business

VII. Adjournment at 2:56p.m. A motion was made by Dr. Shelby and seconded by David.