



Academic Leadership Team Minutes

January 13, 2026
1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. Melanie Pecord
x	JoElla Basler	x	Kristy Stephenson	x	Teale Betts
	Amanda Hannan	x	Rebecca Steinmetz		Coordinator of Innovation
	Wendy Harris	x	Dr. Ian Nicolaides	x	Lindsay Johnson
x	Ginger Harner				

- I. **Call to Order** at 1:06 p.m. by Dr. Pecord
- II. **Approve December 9, 2025 Minutes** A motion to accept the minutes as presented was made by Lori and seconded by Teale. All approved.
- III. **Faculty Credential Review**

Dr. Pecord has identified some breakdown in the faculty qualifications approval system. Some issues could stem from needed software updates. She wants to know how everyone feels about trying to create an automated system or explore opportunities to enhance the process. Dr. Pecord explained the current process and flow. It was recognized it would be helpful to find something that would be able to track the process. With discussions, ALT thinks it's a great item to explore. Dr. Pecord will seek out our options.
- IV. **Spring Calendar**
 - A. **AY27 Schedule**

During conversation with some faculty, an idea was identified as making a fully online schedule for students, or if there was a A, B, C, or D type schedule available.

Additionally, the team was inquired for their opinion of offering classes in 8-week formats (ENG111, then ENG 112). Dr. Pecord recommended that we have a discussion with financial aid for any obstacles that may come with that format. Team discussed the pros and cons to running courses like this.

Teale asked about the yearlong scheduling. Dual credit is now going with our classes, so it could be done. It would be beneficial for advisors to make a schedule.

Lori expressed, in MASC, they are still having issues with block times. The blocking is hindering scheduling to two times, 10 and 1. Additionally, the low number of faculty is a hurdle.

Dr. Nicolaides used intersession courses as an example of scheduling opportunities. He suggested offering courses in 4-week blocks. It would allow students to stay focused on one subject.

There was concern about making student schedules ahead of time to find issues that can be resolved before the schedule goes live. The team discussed the scheduling procedures. We will have a meeting with Anita for Student Affairs involvement in the schedule process. She may not be aware of the role Student Affairs has in the scheduling process here.

B. Course Fees Review

Becky talked about the course fees are due at the end of January for the February BoT meeting. The team will double check and confirm it's ready.

C. Budget – Be ready to enter in mySCC in January

January 15 – February 15, 2026 – DIRECTORS

January 15 – February 1, 2026 - CHAIRS

January 15 – February 1, 2026 - DEANS – READ ONLY

February 2 – February 15, 2026 – DEANS

February 16 – March 15, 2026 – VPs

Make sure your justifications include Strategic Plan & CQI references wherever possible

Dr. Pecord reminded the team about the deadlines quickly approaching. She may ask questions about things she don't know since this is her first budgeting process with us. We need to make sure we identify those lines that involve student kits, etc explicitly for the business office to help prevent cuts in areas that involve mandatory supplies, kits, etc. Dr. Pecord will find inquire if things that were cut last fiscal year will be priority this fiscal year.

D. Make sure your CQIs are completed (including the FY27 budget at the end)

E. ICCTA Faculty of the Year

V. Any other items?

Lori asked about how and if restrictions could be put on certain sections. For example. A&P created a fast track for potential AH/Nur students. Students who previously failed are trying to repeat the course, but this is not the optimal format for those students. Dr. Pecord encouraged the chair to highly recommend that advisors have those hard conversations with students to their best options of success.

Dr. Nicolaides has some concerns form the Allied Health department about how students are directed to the right program. Some of the faculty are concerned that students are being looked over. The TEAS test is a good predictor of potential enrollment for a semester. Lindsay recommended Dr. Nicolaides talk to Danielle about how the applications get distributed out.

Dr. Pecord has a meeting to talk with IT about the Moodle component on ADA.

- VI. Adjournment** A motion to adjourn was made by Teale and seconded by Dr. Nicolaides.
All Approved.