

Academics Leadership Team Meeting Minutes

Date: January 10, 2012; **Time:** 2:00

Facilitator: Paul Turner; **Recorder:** Dave Hellmich

Present: Marty Baxter, Sandy Carey, Greg Feeney, Mike Franklin, Dave Hellmich, Debbie Holt , Jenny Jones , Tammy Liles , Diana Martin , Karen Mayo, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth

Agenda/Issue	Discussion	Action
ALT Minutes	November 29 ALT meeting minutes were approved as written.	
Essential Agenda Items	Sunday security (Tammy Liles) and an announcement (Sandy Carey) were added to the agenda.	
<p>Welcome</p> <p>Perkins Carry Forward</p> <p>Enrollment Update & Spring/Spring II Analyses</p> <p>SAP Appeals/Drop for Non-payment</p> <p>Coordinator Orientation on April 27</p>	<p>With vim and heartfelt collegiality, ALT members merrily welcomed Mike Franklin to the fold.</p> <p>Dave Hellmich shared Mike McMillen’s recommendations for allocating Perkins’ carry forward funds; this recommendation seemed reasonable to the group.</p> <p>Dave announced that spring FTE is down ~6% from last spring; face-to-face headcount is down over 10% college wide and is down on every campus, and online headcount is up over 6%. Student interest in spring II classes is expected to be high.</p> <p>Numerous concerns were shared regarding the college’s current SAP appeals and drop for non-payment practices: the college needs to provide more immediate customer service to students so they do not feel compelled to drop classes, faculty need to check rosters to verify students have not been dropped for nonpayment, the payment plan’s down payment needs to be as little as possible, and students whose appeals are denied need to be held as harmless as possible.</p> <p>Dave reminded the group that Coordinator Orientation is planned for April 27 and noted that the Perkins Coordinator Meeting can be held in conjunction with this orientation. Problems with the April 27 date were noted, and a better date will be considered.</p>	<p>Dave will run a course-by-course spring 11/12 comparisons; he also will run an analysis of spring II capacity. Karen Mayo will forward bi-term information from the ALT/SDEM Workgroup.</p> <p>The ALT/SDEM and the ALT/ Business Office Workgroups will discuss; Dave will discuss with LET.</p>

Mock Fall 2013 Class Schedules for Newtown Campus	Dave asked Debbie Holt and Jenny Jones to draft a mock Fall 2013 Newtown Campus class schedule. Once this draft is completed, other assistant deans will consider other courses needed.	
Faculty Transcripts	Dave reminded everyone that the protocol for managing faculty credential files has changed this year. Karen Mayo asked if hand-delivered college transcripts in a seal envelope are acceptable for adjuncts; the answer is yes. Questions were raised about the need for all college transcripts to be in all faculty credential folders.	Dave will email the current protocol for faculty credential files and will discuss with HR the need for all college transcripts; he will report back to ALT.
Parking at Cooper during Finals Week	Debbie Holt noted that more online classes are requiring proctored final exams, many of which are held on the Cooper Campus. She has requested that Cooper parking be off patrol during finals.	Dave will make this request.
Printing Contracts on New OfficeWare Printers and Copier Training	<p>A plethora of concerns were raised about the implantation of the copier/printing contract with OfficeWare—Academics faculty and staff feel insulted that they are having to address these concerns. Examples of concerns are the following:</p> <ul style="list-style-type: none"> • the Printing Committee meeting at times the only faculty representative is not available; • printing “rules” like the ten-page limit being implemented prior to being communicated; • printers approved to be retained being removed; • DOM printers not being able to print contracts; • systematic training not being available (it is needed during January division meetings); and • students not being able to track their printer accounts. 	Dave will share these concerns with Lisa Bell and Tri Roberts and ask to have someone address ALT.
Tracking Evaluations from Extended Campuses	Tammy Liles noted that DOMs and Luv are going back to old procedure of having each DOM track returned student evaluations for faculty in her division.	

Promotion:	Ruth Simms reminded the group that we had said the incoming chair of the promotion committee needs to be identified early in the spring semester. She suggested an incoming chair; this suggestion was well received. She will pass this suggestion to President Julian. Ruth also noted that student evaluations will be available next week for promotion candidates.	
New Coordinator	Jenny Jones informed the ALT membership, with a just smidgeon of glee in her voice, that Clovis Perry will be joining her division as a co-coordinator of Education; he will assume full coordination next academic year.	
LET Updates	Dave gave a brief update on the KCTCS Transformation Initiatives; he noted that an abbreviated Fall Kick Off is planned for Monday, August 6 th with a full day of professional development activities planned for Friday, August 31; he added that the April 5 th APT meeting will be a full day event, there will be a 5 th Friday event in March, and the annual College Awards event will be held on May 9 th ; and he asked for volunteers for a "Committee's QAC" (Thanks Sandy for volunteering).	
Essential Agenda Additions:	Tammy Liles expressed concern with the Sunday security. Sandy Carey made an announcement so artfully worded that mere minutes cannot capture them.	
Adjournment	The meeting ended at 3:45 due to Paul's skillful facilitation.	
Next meeting	January 17, 2:00-4:00, Regency Campus 201 Facilitator (Jenny Jones) & Recorder (Diana Martin)	