

Academics Leadership Team Meeting Minutes

Date: January 31, 2012

Facilitator: Vicki Wilson

Time: 2:00 – 4:00 p.m.

Recorder: Paul Turner

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

Agenda/Issue	Discussion	Action
ALT Minutes 1/24/2012		Approved as distributed
Essential Agenda Additions	Karen Update on credential items Ruth Simms has a visitor coming	
Vickie Partin-Danville Room Grid	<p>Suggests that the Coordinators use their Danville grid to lay out their classes in order to know when an opening might occur. The whole purpose of having assigned rooms is to get Erin Tipton out of the loop for finding open rooms for additional classes. Within the divisions that have been multiple areas in which many of the coordinators are not talking to other coordinators but rather rush to Erin to get their needs ahead of someone else. Suggestions are that the coordinators should fill up the rooms which are assigned to them before they request additional space from other divisions.</p> <p>The suggestion was made to send the individual faculty back to their coordinators to resolve rather than running to the campus director with an emergency request for immediate action.</p> <p>Coordinator meetings are scheduled in the near future. It was stressed that it is the responsibility of this group to emphasize that this is the process we need to follow in the future.</p>	All coordinators should be encouraged to be prompt in their scheduling in order to determine whether or not a division will have openings in a room assigned to them. ASTRA offers many possibilities for coordination of planning but presently many individuals are not conversant enough to work with it comfortably.
Advising-related Topics: Ben Worth and Greg Feeney	The priority registration assignment will be finished by February 1 st . It will be sent out to all faculty for correction of any glaring errors. The plan is that faculty will be able to begin contacting students as early as next week for advising. Ben is still in	Ben will check with Larry to see if having the evaluations open during each semester and only

	<p>the process of contacting individuals to make sure information is correct.</p> <p>The system went through and revised the Pathways list. This should assist faculty in advising the student who is interested</p> <p>All students who are listed as having a transfer major or area of study which KCTCS does not offer will be listed as AA or AS. There will be the future possibility of breaking these individuals out into separate areas of focus.</p> <p>We are currently thinking that we might only do instructor advising evaluations available in the fall. It has been the feeling that this would be easier if we were only doing the evaluation one time per year, in the fall. It was suggested that many faculty would like to have advising evaluations available throughout the year. Advising evaluations which were available each semester but would only be processed by IR one time per year was the consensus of the group.</p> <p>Master Advisor: Greg Feeney There will be three master advisors next year: one for Cooper (Cindy Baker will continue for a one-year term), one for Leestown (two-year term this next round) and one for the regional campuses (three-year term this round). After this next round, they all will be three year terms. The descriptions are posted on The Point under <i>Meeting Materials</i> file. Please make changes by noon on Friday, February 3. ADs were in support.</p>	<p>processing them one time per year will work.</p>
<p>Cooper Classroom Assignments: Tammy Liles</p>	<p>When Science Division was going through the schedule cancelling classes they found that they were desperately in need of 8:00 am to 9:15 am and 3:30 pm to 4:45 pm each semester. It was stressed that all assistant deans will be taking long looks at their schedules and send any open room information along to the Tami Lyles. Many divisions are turning away students even though the type of class might allow higher student caps because they do not have sufficient space available in the rooms where they are assigned.</p>	<p>Tami will send out an email to the effect that Science needs additional space in the upcoming semesters.</p>

<p>Syllabi/Gen Ed Competencies: Ruth Simms</p>	<p>The general education competencies are now almost one page long. Being able to link to this and other space consuming information will save valuable syllabus space. In an effort to reduce the size of their syllabi to a one page document which the students might be more likely to read the Math division plans to put links on their syllabi to the Math Website where much stored related content can be accessed. It was felt that this would be appropriate if we are talking about an electronic syllabus located on blackboard where a link could be clicked on to take the student to the additional information. However if we are talking about a paper document from which the link must be hand typed into internet explorer then it is not a good idea. If blackboard use is an expected part of the course then links from the electronic syllabus to access additional information are an acceptable solution. It is felt that we are close to being able to require all faculty to make at least minimal blackboard usage mandatory for all faculty. The concern was voiced that many classrooms are not equipped in such a manner that faculty can pull up electronic syllabi to go over in class.</p>	<p>Consensus was not reached. Further discussion may continue.</p>
<p>ALT Workgroups</p>		
<p>Karen Student Development Academic Workgroup</p>	<p>Vicki has joined the workgroup. Faculty met with KCTCS personnel regarding students who are returning from service.</p>	<p>We feel that we must make reasonable effort to accommodating their return.</p>
	<p>Graduation audits-Registration office is evaluating the SAPs. Substitution Waiver-Looking for a way to make that electronic. ADD/DROP-Looking for a way to make that electronic. SAP Checklist-Runan is working with system office to make the fact that you had met with an advisor an integral part of the form.</p>	
	<p>ITS/ALT work group will meet next Wednesday</p>	<p>If you have items you wish considered please forward them to Ben Worth.</p>

Diane	Where are we regarding giving adjuncts a raise? There is continuing discussion regarding how we might give adjuncts a raise based on longevity ALT Initiatives	Deb Cox is looking into what we might be able to do to identify those individuals.
	What would we be able to do to pay for parking for adjuncts?	It is felt that it would be virtually impossible to determine how long all adjuncts have been working at the college.
Academic Council and LET: Dave Hellmich	Highlighted the upcoming Conference. Please keep promoting it. The list for applicants for Sabbaticals has been given to Dr. Julian A mock schedule for the Newtown campus is being developed. By February 16 th we have a special ALT session on the books. We may work on the fall schedule for 2012 and 2013. The remodeling of the North wing will not happen by fall of 2012. We may be able to access dollars available from the system office. We are hopeful that we will be able to access funding for the following year to make space more suitable for academics. We have determined that primary Saturday scheduling in the future will be planned for the Newtown campus rather than Leestown. Several programs including Nurse Aid, HVAC, and Workforce Solutions programming may continue to be offered at the Leestown campus.	
Sandy	Please look to the coordinators information contained in the list recently sent out.	
Dave	Encourage ADs to talk realistically about what is entailed in being a Coordinator. We need to realize that we cannot discriminate against those individuals located at regional campuses.	
	Chinese students-The request was made for concerned individuals to put out some inquiries regarding appropriate families where interested students might reside while enrolled at BCTC.	
Essential Agenda Additions		
Adjournment	Meeting was adjourned at 3:50 p.m.	
Next meeting	Tuesday, February 7, 2:00-4:00,	

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