

Academic Leadership Team Minutes

February 21, 2012

Regency Campus

Members Present: Marty Baxter, Bonnie Nicholson, Ruth Simms, Debbie Holt, Dave Hellmich, Karen Mayo, Rebecca Simms, Paul Turner, Charles James, Vickie Wilson, Jenny Jones, Tammy Liles, Greg Feeney, Sandy Carey, Ben Worth

Facilitator (Marty Baxter) & Recorder (Ben Worth)

ALT Minutes (02/14/12; 02/16/12)

Minutes for both meetings were approved.

Advising-related Topics: Ben Worth and Greg Feeney

Ben will follow up with Larry about doing updates of return rates for advising evaluations during the evaluation period.

Advising Data (advisor-advisee assignments) are being loaded in PS. Ben hopes this is already complete but he needs to verify this.

AdvisorTrac tech support is supposed to be working on a fix to prevent advisors from accidentally emailing all students.

Thursday's Special ALT Post Mortem: Dave Hellmich

Kudos to the team who put together Changing Classroom Cultures Conference. It was a great success.

A concern: are we using the data available to us? ADs are encouraged to share data with coordinators and put this research to good use. ALT felt that periodic training sessions like this one were indeed useful. Data should play an important role in creating the schedule and justifying course offerings.

Coordinator Orientations: Dave Hellmich

Dave proposed two possible dates for coordinator orientation:

New Coordinators: Friday, April 20 in AM (Stop By Get Started 1:00-6:00)

AND

All Coordinators: Friday, April 27 in PM (Division Meeting are scheduled for AM)

The only other date left is in May when many coordinators might be gone; ALT discussed pros and cons of these dates.

Friday, March 23 was identified as a date for the New Coordinator Orientation (division meetings are also scheduled for this day). **The event will run from 10 AM-1 PM; location Leestown.** “New” coordinators includes those who began Fall 2011.

Friday, April 20 was identified for general coordinator orientation. The event will take place on the Cooper Campus to facilitate Drop By, Get Started and **begin at 9 AM and end at 1 PM.**

Important topics to include: New HR Data/Hiring Process, Astra, Scheduling Data

ALT discussed the possibility of standard division meetings for Fall 2012 as well as examining which Friday. ALT decided that division meetings will begin no earlier than noon (extenuating circumstances notwithstanding)

Non-recurring Budget Requests: Dave Hellmich

Dave distributed a budget history for Academics from 2006-present. The data included base budget as well as additional budget requests.

Data also included nonrecurring requests which were not funded. For next meeting: ADs will email their dean (1) any requests beyond the normal operating and equipment (2) include evidence to justify operating budget, e.g. data about enrollment increases in specific program, costs of specialized supplies, etc. Data needs to be sent by Friday. Clarification: justifications may include consequences of not funding requests.

Ongoing item(s) Update:

ALT Workgroups: no reports

ALT Initiatives: no reports

Academics Leadership Team Calendar: Today is deadline for identifying Spring II classes open for late registration. Send requests to [Luv](#).

Follow up to Division Meetings: Good reports about advising communication.

Jay Box will attend the next Faculty Council. ADs are encouraged to attend. A location will be found to accommodate larger numbers, possibly AT 110A/B.

Budget sweep date is: April 10.

Academic Council/LET

Dave gave an update on Jill Biden's planned visit, scheduled for Thursday on Leestown. ADs should remind coordinators to update instructors who are teaching 8 AM classes. Encourage common sense (but only on Thursday).

Additions

Perkins (Karen): Karen would like to have Mike reprise the Excel spreadsheet used in prior Perkins allocations. Perkins will be discussed two weeks from today, March 6.

Adjournment: 2:59 PM. A new ALT record!

Next Meeting: Leestown