

Academics Leadership Team Meeting Minutes

Date: Nov. 8, 2011 Time: 2:00 - 4:00 p.m.		Facilitator: Sandy Carey Recorder: Ruth Simms
Present: Dave Hellmich, Diana Martin, Tammy Liles, Bonnie Nicholson, Sandy Carey, Marty Baxter, Mike McMillen, Vicki Wilson, Ruth Simms, Rebecca Simms, Ben Worth, Paul Turner, Greg Feeney, and guest: Vicki Partin		
TOPIC	DISCUSSION	ACTION
ALT Minutes	Minor changes will be sent to Dave.	Approved as distributed with Ruth Simms sending minor correction.
Essential Agenda Items	None	
Danville Room Assignments & Standard Class Times	<p>Vicki Partin:</p> <p>Danville Room Assignments – Vicki proposed room assignments for each division for the Danville campus. Currently rooms were labeled based on usage. One change was made to the proposed list, the assignments for Room 110 and Room 104 will be swapped due to room caps. These room assignments will take affect Fall 2012 and should be used during current scheduling of Fall 2012 classes. Many of the Assistant Deans wanted the opportunity to discuss these assignments with their coordinators to determine if there were special classroom needs that needed to be met. Some indicated they need access to computer labs throughout the semester. They will communicate any problems they see in the current assignment before Vicki publishes the list to all coordinators. The list of Danville rooms needs to be updated to include what the room design is and any technology that the room contains.</p> <p>Classroom Grids – Vicki proposed that campus grids be created allowing for coordinators to update the grids as they add classes. This would allow for a broad view of course offerings on each campus, would avoid conflicts, and would show classrooms not being used.</p>	<p>1) Concept of room assignments for Danville campus was approved.</p> <p>2) Assistant Deans will share the proposed assignments with coordinators and provide feedback to Vicki prior to its publication.</p> <p>3) Vicki will update the list of classrooms showing its layout and existing technology.</p> <p>4) Vicki will investigate any known software that could be used to create classroom grids.</p>

	<p>After some discussion, it was concluded that before this was implemented, user-friendly software capable of creating these grids would need to be researched. With no easy means of creating and editing the grids, it could put an extra burden on coordinators.</p> <p>Standard Section Numbers – Vicki proposed a list of section numbers that would be used across the college for bi-term courses. These section numbers would distinguish “free standing” bi-term courses open to any student from a “continuing” bi-term course that is part of a combo course or only available to a select population of student.</p> <p>Campus distinctions for online courses must continue because of the need for bookstores to stock an appropriate number of books for the courses.</p> <p>Standard Class Times – Vicki noticed in the schedule that courses offered only one day per week were not following a standard time. It appears that some had times for breaks built into the class time, and others did not. This inconsistency posed an issue for students wanting to schedule two classes on the same day because they may overlap or offer no break in between classes. In the case of Friday classes, it was determined that the break between classes was longer than needed. Friday standard class times will be 8 – 10:45 and 11 – 1:45 beginning Fall 2012. These time should be sent to coordinators quickly as they are currently working on the Fall 2012 schedule. It was agreed upon that break times should be included in the class times and individual instructors can determine where to use that break time. Consideration should also be given for “turn-around time”, i.e. end-times and start-times should not be the same.</p> <p>Dave clarified some of Vicki’s responsibilities with respect to class times that she sees in the schedule that are not standard. In the case</p>	<p>5) The recommendation was approved and will be part of the best practices scheduling information published for coordinators.</p> <p>6) Vicki will make revisions and send to ALT.</p> <p>7) Assistant Deans will communicate with their</p>
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<p>AdvisorTrac Updates</p>	<p>of minor changes, she will notify Becky to make the change and copy the Assistant Dean and Coordinator. In the case of major changes, Vicki will discuss the need for a non-standard time with the coordinator to determine if it is warranted. The Assistant Dean will be copied on this communication.</p> <p>Ben Worth: Ben is continuing to meet with Assistant Deans to address crosswalk issues and advisor area assignments. This should be completed this week.</p> <p>Face-to-face advising at regional campuses was discussed. Advisors that are full-time at a regional campus should be advising areas that are representative of the students' needs at that campus. Cindy Tucker is identifying area needs at each campus and assignments will be adjusted based on that data.</p> <p>(at this point Greg Feeney quit paying any attention whatsoever to the proceedings)</p> <p>Ben will continue to work with Greg regarding identifying and training full-time temps for Spring 2012 priority registration.</p> <p>Concern regarding the communication to faculty about advising expectations within the new developmental model was discussed. Several Assistant Deans shared how they were communicating these expectations with their faculty. The discussion focused on the fact that there were several "strange and new" components to advising this semester and that adjustments will continue to be made and a clear, concise articulation of the model will eventually develop. Diana agreed to share the email she sent to her faculty regarding this issue.</p>	<p>coordinators the fact that Vicki will be observing and identifying non-standard scheduling practices.</p>
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<p>Student Evaluations of Instruction</p> <p>Campus Assignment</p>	<p>Assistant Deans should continue to keep the lines of communication open with their faculty regarding developmental advising, what the expectations are, and being supportive of an evolving model that will ultimately benefit our students.</p> <p>Ben is working on the most efficient way of updating offices, phone numbers, etc. within AdvisorTrac. He will consult with Wendy Bolt to see if faculty can update their own profiles in AdvisorTrac without PeopleSoft overriding these changes.</p> <p>Ruth pointed out the fact that the period for student evaluation of instruction included final exam week. This should not occur for pedagogical reasons, as well as the fact it puts extra work on office managers at an already busy time of year. Assistant Deans should strongly encourage their faculty to complete these by December 2nd. Ruth asked whether there was a policy regarding faculty transferring from one campus to another. Discussion included the need for flexibility when dealing with campus assignments and also to recognize the needs of the division and the college. Faculty requesting a change to their home campus should be handled on a case by case basis. Assistant Deans should consult with their Dean to determine what is in the best interest of the faculty member, the division, and the college.</p>	
<p>Faculty Teaching Only Online Classes</p>	<p>Vicki Wilson asked about the college's view on faculty requesting to teach all their classes online. The consensus was that this is acceptable as long as the faculty member had demonstrated quality teaching online and was meeting all the other areas of their PPE. Whether a particular faculty member should be granted this request is the prerogative of the respective Assistant Dean in consult with the appropriate Dean. It is expected that faculty teaching all their classes online will continue to have five hours of office availability. This</p>	<p>.</p>

	<p>expectation is listed on the syllabus checklist.</p> <p>Any proposal from a faculty member for all PPE responsibilities to be online should send a formal request to their Assistant Dean. This request would then be presented to the appropriate Dean, who would consult with the President.</p>	
Advising Online Evaluations	Vicki expressed concern regarding the low number of returns on advising evaluations. Each division should determine if there is a need in their area to add additional computers that would be easily accessible for advisees.	
ALT Workgroup Updates	<p>Mike McMillen - The Student Development /Academics workgroup met November 3rd. Data was presented at the workgroup meeting regarding the number of students enrolled in Fall II courses. Approximately half of the students enrolled in Fall II are new students. These numbers seemed to suggest there is a need for a Fall II/Spring II term. Karen Mayo is requesting additional information regarding the students who enroll in Fall II to determine if course offerings can be improved to meet their needs.</p>	
Calendar Reminders	<p>Dave reminded everyone that the list for classes that are open during the last two days of registration is due to Luv' early this semester....November 22nd, so please discuss, if necessary, at November 18th division meetings. Sandy pointed out to be diligent in reporting the correct section numbers.</p> <p>Dec 1 – 12th Mid-year reviews, if needed, should be conducted.</p> <p>Level I Program Health Reviews are due Dec 12th from the technical coordinators.</p>	
LET	<p>Facility Needs will be discussed at the next LET meeting. Dave will be walking through lecture classrooms and determining furniture needs. Assistant Deans should email their Deans with the following requests:</p>	

	<p>1) furniture needs for specialized classrooms, such as labs; 2) computer needs 3) room renovations that require purchases. Please try to provide a “ball-park” figure, do not seek official quotes. These requests should be submitted by Friday of this week, November 11th.</p>	
Additional	<p>Dave will send out possible dates and times for a Holiday gathering and rules for White Elephant gifts.</p> <p>Tammy announced that she discovered there is a restriction on what will be reimbursed for VA students taking online classes. Ben will investigate and follow-up on what these restrictions are.</p>	Ben will investigate restrictions on VA students’ reimbursements for online courses
IPAD Training	<p>Everyone was encouraged to connect their iPads to their desktops and upgrade to iOS5 (new operating system). Backup your iPads first!</p> <p>Ben demonstrated the 4-finger swipe.</p> <p>An app called “Reminder” will sync your iPad with Outlook tasks.</p> <p>Meeting adjourned at 3:55 pm.</p>	