

Academics Leadership Team Meeting Minutes

Date: November 15, 2011
Time: 2:00 – 4:00

Facilitator: Jenny Jones
Recorder: Debbie Holt

Present: Marty Baxter, Dave Hellmich, Debbie Holt, Charles James, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo, Bonnie Nicholson, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth. Guest: Dan Schuman

Agenda/Issue	Discussion	Action
ALT Minutes	Approved minutes from November 8 ALT meeting	
Essential Agenda Items	Charles James: LRC report Dave Hellmich: Paperless meetings, Chair Academy report, Access to Careers Tammy Liles: Science Open House	
Honors Program Update	Dan Schuman gave an update on the new Honors Program that was implemented this fall. Highlights include: <ul style="list-style-type: none"> • There are about 50 students currently enrolled this semester and almost all are continuing into the spring semester. • The BIO, ENG, and PSY honors sections for spring have already made. • Dan has visited at ECU and WKU; WKU is already offering scholarships to our students. He is working to establish articulation agreements with these universities. • Dan attended a national conference last summer on Honors programs and learned that most community colleges our size have honors programs. BCTC needs to offer scholarships to Honors students. • Dan asked for ideas/strategies to recruit students into the Honors Program and for ways to better track Honors students. • Recommendation for an action team or committee focused on the Honors Program. 	
Advising-Related Topics	<ul style="list-style-type: none"> • Ben Worth has posted additional information on the Advisor QuickView web page on advisor responsibilities for SAP appeals. Faculty advisors are not required to write letters for students; they should only complete the Plan-of-Action form with appropriate documentation. This topic should be discussed at division meetings on 11/18 and the Academics leadership is considering hiring short-term assistance to handle the high volume of SAP appeals that are expected during the first two weeks of January. • Ben is working with AD's individually to update advising assignments/crosswalks 	

	<p>for their respective faculty/programs.</p> <ul style="list-style-type: none"> • Discussion was held on how to talk to students about their choice of majors and to help them set realistic and attainable goals. We may need to refer more students to the Counseling Center for career counseling/aptitude testing. 	
Scheduling Coordinator Duties	Discussion was held concerning the Scheduling Coordinator's authority for changing the schedule.	Scheduling Coordinator duties will be clarified and communicated to AD's and coordinators.
Facilities/Academics Leadership	Rob Knight is the new interim Facilities Director for the college. He will be collaborating with Academics and ITS to establish standards for classroom furniture and computer lab furniture and will make the final decisions on what to order to furnish/refurbish classrooms and labs.	
One-Stop for Cooper Campus	Discussions are being held on the feasibility of consolidating student-related services for Admissions, Registration, Business Office, Financial Aid, and ITS in one place on the Cooper campus, similar to the one at Leestown.	
White Elephant Gathering	Will be held at Dr. Feeney's house on Friday, December 9 from 4:00 p.m.-?? Attendees should bring one dish and their own beverages; spouses/significant others are also invited.	Greg will send address/directions to his house.
Ongoing Items Workgroup Updates ALT-SDEM	Becky Stephens has reported that there are ongoing problems with students reported by faculty as no-shows, then trying to get back into their classes. Some faculty are apparently sending them to the Registrar's office telling them that if the Registrar's Office approves, they can re-enter the class. Faculty should tell students they cannot re-enter a class once they have been reported as a no-show and should not send them to the Registrar's office.	
Topics for November Division Meetings	<ul style="list-style-type: none"> • Honors Program—advisors should recommend that students who qualify contact Dan Schuman for additional information. • Postmortem on advising during Priority Registration. • Clarification on SAP Appeals. • Remind faculty to submit no-shows in January. • Deadline for submission of sabbatical requests has been extended; Dave is discussing possibility of offering one-semester, full-pay sabbaticals with Dr. Julian. 	Information on applying for sabbaticals will be sent to all faculty when final decision is made.

Returning to Work in January, 2012	There is some confusion as to whether January 2 is a holiday.	Dave will clarify and send out information to all college employees.
August 2012 Kick-Off	In order to begin planning for the Fall 2012 semester, which starts on August 15, the question was asked when faculty were required to report to work in August, 2012 and when the Fall Kick-Off will be.	Information will be sent as soon as dates are determined.
Essential Agenda Additions LRC Report Chair Academy Report Open House for Science Labs Access to Careers	<p>Charles James reported that Steve Stone has conducted LRC sessions in 33 classes this semester, reaching 588 students. Six of the classes were after 6:30 p.m. at extended campuses. Last year he conducted LRC sessions in 23 classes, reaching 275 students.</p> <p>Dave asked for a report from recent attendees to the recent Chair Academy Conference. Karen Mayo reported that she attended a one-week Chair Academy conference in Madison, WI, in June, and that it was very helpful in helping her identify her strengths and weaknesses as an academic leader. Her mentor for the year is Greg Feeney (there were a few snorts and snickers at this point), and she goes back in June, 2012 for follow-up. Jenny Jones just returned from a one-week conference in Ontario, and tried to impress us with her new Canadian accent.</p> <p>Tammy Liles reminded everyone that the Natural Sciences Open House is Friday, November 18, at 12:30 p.m.</p> <p>Dave reminded everyone that the Access to Careers fair will be Friday, November 18, at the Cooper Campus. Over 300 high school students will be visiting our campus.</p>	
Next Meeting	<ul style="list-style-type: none"> • Special ALT meeting on Thursday, November 17, OB 210, 2:00—PPE Range Finding • ALT—Tuesday, November 29, Leestown Campus Boardroom, 2:00-4:00. Facilitator: Tammy Liles, Recorder: Marty Baxter 	
Adjournment	Meeting adjourned at 3:58 p.m.	