

**Academics Leadership Team Meeting Minutes**

<b>Date:</b> January 11, 2011 <b>Time:</b> 2:00 – 4:00 p.m.	<b>Facilitator:</b> Ben Worth <b>Recorder:</b> Karen Mayo
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**Present:** Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt , Charles James , Jenny Jones , Tammy Liles , Diana Martin , Karen Mayo, Mike McMillen , Vicki Partin , Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Bonnie Nicholson, Debbie Holt, Rebecca Simms

**Guest:** Tom Rogers, Kevin Jensen

Agenda/Issue	Discussion	Action
<b>ALT Minutes (12-7-10)</b>		Approved as distributed
<b>Essential Agenda Additions</b>	Library Hours – Tammy Adjunct Issues – Diana Missing Classes – Marty Missing Evaluations – Tammy and Debbie Syllabus – Paul Clock Remedies - Dave	
<b>Clock Remedies</b>	Clocks that are not critical for educational purposes will be phased out.	Notify Dave if it critical for clocks to be in your labs and/or classrooms.
<b>Student Evaluation of Instruction</b>	Kevin Jensen and Tom Rogers, representing the Faculty Performance Review Team, presented the new proposed tool for evaluation of student instruction. College Survey Services, Inc. is the company that has been selected to replace IDEA. The estimated cost is \$27,000 per year, and this amount is less than we currently pay for IDEA. This will include the survey instrument, analysis of results, and the ability for BCTC to develop the questions. A pilot is being planned for spring 2011. The math and manufacturing AD’s volunteered for their divisions to pilot the evaluation in Spring 2011.	Vicki and Paul will follow on their participation in the pilot.  Kevin will send the draft evaluation questions to ALT.
<b>Dropping Students for Non-Payment</b>	Over 500 students were dropped for non-payment in December due to clerical error. At this point, Dr. Julian has approved eight (8) student waivers as a result of problems caused by this drop. A lengthy discussion took place about the implications of this reoccurring problem. The SDEM and Academics Workgroup have discussed this issue at length. They have received mixed messages from various departments as to why the early drop is necessary.	Dave, Dr. Julian, Lisa, and possible one or two additional faculty volunteers will work with the SDEM and Academics Workgroup to address this issue.

<b>Sabbatical Decisions</b>	Decisions will be made at the 1/18/11 ALT meeting.	AD's should bring sabbatical request to the 1/18/11 ALT meeting.
<b>SAP Appeal Summer Coverage</b>	Greg presented a calendar outlining the 2011 SAP meeting dates for summer and fall classes. The proposal is that all twelve month faculty, along with the summer AD's, schedule time two days before each deadline to be available for financial aid appeal audits. A copy of the SAP calendar was distributed.	Greg will work with the AD's to finalize the calendar.
<b>Advising Update</b>	Greg reported that Lucinda White was pleased with the improvements that were made to the scheduling of "pit" advisors at Cooper and Leestown. One suggestion is to explore the possibility of a BIO/CHEM and ENG/LIT advisor to be available all day during "pit" advising. This would be similar to what math currently does. Ben is in the process of exploring the phone system, and how to better utilize the phone system for advising.	
<b>Semester End/Semester Start Analysis</b>	Overall comments were positive concerning the end and start of the semester.	
<b>Hiring Updates</b>	The following faculty started in January 2011. Natural Sciences Division – Leanne York Business Division – Heather Greene Nursing Division – Mary Carlton, Carolyn Land, Muna Hammash, Susan Hayes, and Peggy Rinehart (Additional resignations in the nursing division since December 2010: Eileen Kelty and Jackie Graves)	Academics will be planning an orientation for the new faculty.
<b>Middle College Update</b>	The Kentucky Department of Education has multiple grant opportunities for various counties. BCTC provided a letter of support for many of these counties. There will be more details over the next few weeks.	
<b>KCTCS Fellows Program</b>	The KCTCS Fellows Program is designed to encourage colleges to bring full time African American faculty and staff on board. KCTCS pays ½ the salary of the one year contract.	If AD's have candidates that you would like considered for the KCTCS Fellow Program forward those names to Dave for further discussion.

<b>Adjunct Faculty Survey</b>	The survey has been completed, and ALT will review in detail.	Dave will send out the link and password so AD's can review the results. The adjunct faculty survey will be placed on a future ALT meeting agenda for discussion.
<b>ALT Initiatives: Honors Program  Teaching and Learning Center</b>	Diana reported that Dan Schuman is moving forward with the Honors Program.	Sandy will resend the application for the Teaching and Learning Center director position for ALT to review.
<b>Calendar</b>	1/18/11 – Initiate update of 2010-11 college catalog/student handbook	Ben will email Kim to ask that this be placed on the agenda for the next ALT meeting.
<b>Announcement of New Assistant Dean's for 2011-2012</b>	Mike McMillen will be returning as the AD for the Trades and Technology division. Ruth Simms will be the new AD for the Mathematics and Statistics division.	
<b>LET Update</b>	<ul style="list-style-type: none"> <li>• In three weeks LET will decide on the funding of the new hires for next year (2011-2012).</li> <li>• Decisions will be made on non-recurring dollars that will be funded for 2011-2012 at the February LET meeting.</li> <li>• Sydney Basehart has accepted a position at KCTCS, and will be leaving BCTC.</li> <li>• Dr. Julian would like to conduct an all day planning session on the future direction of BCTC.</li> <li>• The College is in discussions with Office Ware to change all printers and copiers at BCTC. Ink jet printers will be replaced with laser printers. A schematic of the printers/copiers at all campuses is available in Dave's office. A work group will be</li> </ul>	<p>ALT members should keep Thursday, March 10 open on their calendar.</p> <p>AD's need to review the schematic available in Dave's office.</p>

	<p>identified to establish printing rules. The following areas will be represented DOM, LRC, ALT, Campus Reps., Faculty Coordinator/Labs. Gerry Adair was recommended to serve on this work group. Currently, an implementation date of spring break week is being considered for the change to Office Ware.</p>	
<p><b>Essential Agenda Additions</b></p>	<ul style="list-style-type: none"> <li>• Library Hours The question was raised about a drop box for after hour returns.</li> <li>• Adjunct Issues ALT needs to revisit the information we discussed in the fall relating to what we can do to better support adjuncts.</li> <li>• Missing Evaluations from “S” Drive Debbie reported that the faculty evaluations are not associated with the correct division. She and others experienced multiple problems finding evaluations on the “S” drive.</li> <li>• Syllabus Paul distributed a statement of concern from one of his faculty in reference to the required inclusion of the weather policy in the syllabus.</li> <li>• Transformational Grants January 21<sup>st</sup> is the deadline, and the details are still being worked out concerning the distribution of funds.</li> <li>• Professional Development Grant Barbara Hoskins is on leave from the College. Deb Cox is contacting Maria Rutherford (member of the PD Committee) to see how the professional development grants are being handled.</li> </ul>	<p>Charles will explore options for this service.</p> <p>Dave is working with Deb Cox.</p> <p>Dave will follow up with Kim.</p>
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 4:05 p.m.</p>	
<p><b>Next meeting</b></p>	<p>Tuesday, January 18, 2:00-4:00, Cooper Campus OB 210 Facilitator (Debbie Holt) &amp; Recorder (Ben Worth)</p>	