

### Academics Leadership Team Meeting Minutes

<b>Date:</b> January 18, 2011		<b>Facilitator:</b> Debbie Holt
<b>Time:</b> 2:00 – 4:00 p.m. <b>Location:</b> Cooper		<b>Recorder:</b> Ben Worth
<b>Present:</b> 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		
Agenda/Issue	Discussion	Action
<b>ALT Minutes (1-11-10)</b>	none	Approved as distributed
<b>Essential Agenda Additions</b>	PPEs; locked doors (Vicki P.) Sidewalk (Rebecca S.)	
<b>Hybrid Courses</b>	Ben brought a list of Fall 2011 hybrid offerings to ALT for discussion of how better to coordinate these offerings. Dave emphasized that hybrid offerings have an important role in the college. Much discussion ensued about hybrid classes.  ALT also discussed concerns about students who mistakenly enroll in classes at the wrong college.	Ben will do the following: --Gather data on success of hybrid courses; --Call a meeting of Cooper ADs to fine tune the Fall 2011 hybrid schedule; --See that hybrid offerings and information are published to the Web site; --Provide advising training on 2/18 for hybrid courses
<b>Online Course Capacities</b>	ALT discussed at length whether support structures for online courses had risen to the point where online capacities could mirror face-to-face capacities. Ben shared feedback from the Distance Learning Advisory Committee. That group had mixed comments and emphasized the struggles that new, online faculty face and wondered whether new, online faculty couldn't receive a reduced capacity. ALT discussion focused on the need to provide support for online instructors and the importance of recognizing and acknowledging online instruction on the PPE. Dave recommended the college should begin planning for full capacity for online for Fall 2011.	Greg and Ben will draft language that addresses online capacity and recognition of online instruction.
<b>Course Descriptions and BCTC Catalog</b>	Ben proposed that the <a href="#">BCTC catalog</a> link only to the KCTCS course descriptions. He cited errors in the BCTC descriptions and the unnecessary duplication of content. ALT discussion focused on missing content from and errors in the KCTC list.	Ben will remove links to BCTC-only content from the Catalog. ADs who need course descriptions for UK or ECU classes taught at BCTC should send that information to Ben.

<b>Student Liability Insurance</b>	ALT discussed issues pertaining to student liability insurance.	
<b>Statement of Support for LRC</b>	Vicki W. presented ALT with a statement in support of the LRC. Discussion emphasized the importance of the LRC to the academic integrity of the college, the difficulty of providing LRC services without proper funding, the importance of providing LRC access when students are on campus, and the importance of LRC presence on <i>all</i> campuses.	ALT endorsed this statement with minor minor word changes that Vicki W. will add. Dave H. will present the statement to LET.
<b>Sabbatical Decisions</b>	ALT reviewed sabbatical applications from Dave Magee and Drew Hunt. ALT also discussed the sabbatical application and approval process. Concerns were raised about providing applicants with better guidance on writing applications and more clearly explaining the criteria used to evaluate applications.	Dave H. will take the two applications, with ALT's feedback, to Dr. Julian.
<b>New Faculty Orientation</b>	Dave wondered whether, with a number of new hires, a new faculty orientation should be in order for Spring.	Dave, Sandy and Bonnie will meet with new faculty and provide essential information. New faculty will still attend orientation activities planned for Fall.
<b>Process for Affecting Office Ware Recommended Solutions</b>	With regard to the planned printer switcheroo, Dave stressed that ADs need to provide him with (1) a bulleted list of inaccuracies in the Excel Spreadsheet (located in Dave's office and distributed by email) as well as (2) any concerns about losing critical printers. Some discussion ensued regarding what would happen with scanners and fax machines that are also printers. Dave urged ADs to include any possible concerns in the email.	By 1/28, ADs will send Dave the requested information and CC Lisa Bell.  This topic will stay on the agenda for next week.
<b>Improvements for Adjuncts</b>	Diana brought forward the importance of providing better support for adjuncts in three critical areas: (1) parking, (2) raises, and (3) differential pay for long-term, returning adjuncts. Discussion emphasized the importance of adjunct instructors to the mission of the college. Dave noted that funding for adjuncts will be part of the 2/22 ALT budget discussion.	

<b>Calendar</b>	<p>Catalog. Dave directed ALT to examine pending changes to the BCTC Catalog.</p> <p>LET. LET has recommended moving the start of the semester for Spring 2012 from Sunday to Monday. ALT has no objection to this. Dave also alerted ALT that a group consisting of the Student Affairs-ALT workgroup plus Dave, Palisa, Jim Fenton, Dr. Julian will soon be meeting to discuss the policy of dropping students for non-payment.</p> <p>2/22 is the deadline for budget requests.</p> <p>3/10 ALT will meet with LET to talk about future programming.</p> <p>The all-day April 7 APT meeting will be changed. Possible dates include April 11, April 12, and April 14.</p>	<p>Dave will meet with Kim York to work out the timeline for submitting updates. ADs should review selective admissions guidelines and any changes to program plans and program checklists.</p>
<b>Division Meeting Topics</b>	<p>ALT recommends ADs address the following topics in Friday's division meetings:</p> <ul style="list-style-type: none"> <li>--LRC statement</li> <li>--Budget and prioritizing division budget needs</li> <li>--Ongoing discussions about nonpayment drops</li> <li>--Draft student evaluation of instruction instrument</li> <li>--Adjunct Survey</li> <li>--Middle College at Georgetown and possibly elsewhere.</li> <li>--Closing exterior doors on weekend visits to the college</li> <li>--Changing Classroom Cultures Conference on 2/26. *Frank X. Walker is keynote speaker*</li> </ul>	<p>Rebecca S. will distribute information on Middle College updates</p>
<b>Essential Agenda Additions</b>	<p>PPEs. Where should electronic versions of PPEs be stored? ALT recommends creating directories on the S: drive.</p> <p>Locked Doors. Vicki noted that during a recent weekend visit to the college, entrance doors to one of the buildings was left ajar. Please pull these doors closed.</p> <p>Leestown Sidewalk. The sidewalk that connects the bus stop on Leestown road to the college has not been shoveled. This creates an unsafe situation for students who must walk on the road.</p>	<p>--Dave will contact IT about creating S: drive space for PPEs</p> <p>--ADs will remind faculty members to close doors</p> <p>--Rebecca S. will alert Michael Ball to the problem.</p>
<b>Adjournment</b>	<p>Meeting was adjourned at 4:10 p.m.</p>	
<b>Next meeting</b>	<p>Tuesday, January 25, 2:00-4:00, Leestown Boardroom Facilitator (Vicki Wilson) &amp; Recorder (Greg Feeny)</p>	