

**Academics Leadership Team Meeting Minutes**

<b>Date:</b> January 25, 2011		<b>Facilitator:</b> Vicki Wilson
<b>Time:</b> 2:00 – 4:00 p.m. <b>Location:</b> Cooper		<b>Recorder:</b> Greg Feeney
<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		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
<b>ALT Minutes (1-18-10)</b>	none	Approved as distributed
<b>Essential Agenda Additions</b>	Division meeting list Hybrid course format Dual credit and coordinators Weave Spring 2013 Calendar	
<b>Clarification of Role of Distance Learning AD</b>	Question was raised whether student appeals should go through distance learning AD or division assistant deans. Appeals should follow the same process as in-person courses (go through the respective division dean). The importance of timeliness was emphasized.	
<b>Online Course Capacities</b>	Agreement was reached we are at the point where online capacities should mirror face-to-face capacities, starting with the Fall 2011 semester. Ben shared concern and identified that all good instruction takes time and we will never have the appropriate balance for everyone. All support structures should continue to be enhanced.	Dave will work on draft and send to ADs for feedback.  Once Dave sends final document, ADs should forward with comments (remember to include appropriate adjunct)  Coordinators and ADs should correct proof of Fall 2011 schedule to increase online caps (Dave will confirm this with Becky Stephens).
<b>BCTC Website</b>	Dropped from agenda	

<b>Faculty/Staff Directory</b>	<p>Concerns were again raised over incorrect information on the online directory. Additional concerns were raised over the phone directory when calling in and on outlook.</p> <p>On a positive, it was mentioned that there should be better times ahead with the communications center opening.</p>	<p>Dave will verify process for updating these directories and send information out.</p>
<b>Regional Campus Compass Testing</b>	<p>Question was asked if proctoring compass testing on regional campuses is an appropriate internal service activity. Answer: Yes.</p>	
<b>Spring Special ALT Sessions</b>	<p>2/17: Fall Schedule Analysis (Regency 100)  4/21: Merit Bonus (Location TBA)  4/28: Promotion Post Mortem (Location TBA)</p> <p>Dave emphasized the importance of analyzing datasets from various aspects (using pivot tables).</p> <p>There was a question over online course designation (local or worldwide) and whether we are meeting the needs of our students. Discussion identified that increase in caps will help a bit and any course can be set as local. Question was raised over out-of-state tuition being waived for online students. This was confirmed.</p> <p>The chair of promotion has a conflict with the 4/28 promotion post mortem meeting.</p>	<p>We should hold these dates.</p> <p>Vicki P. will check if she is available to meet the following week.</p>
<b>Assessment</b>	<p>General Education: (reading across the curriculum) Dave confirmed coordinators are the folks to contact and he will follow up where he does not have anything. He may need assistance from ADs.</p> <p>Technical Education: This has been woven into level 1 program reviews. People who are behind have already been emailed. May need help from ADs, as follow-up report is due to SACS in late March or early April.</p>	
<b>Instructional Staff Evaluation of Assistant Deans</b>	<p>Staff in academics have traditionally not participated in evaluating ADs. Question was posed if they should participate. All agreed the feedback would be meaningful.</p> <p>There was a question over faculty directly evaluating office managers. This will not occur.</p>	<p>ADs were to provide a list of academic staff by the end of the meeting, indicating to whom the person reports (coordinator or AD).</p>

<p><b>Follow Up—Process for Affecting Office Ware Recommended Solutions</b></p>	<p>There was much discussion and many questions. One of the questions dealt with the excel list being different than the map. Dave recommended we list what we need, whether it's on map/list or not. He also advocated that everyone comply with the final list (no rogue printers, scanners, etc). There was concern over needed functions in addition to location. Concern was expressed over differences in campuses and division set-up. There was also a question whether fax ability would be in and out.</p>	<p>Send initial feedback to Dave by this Friday (1/28). Should list needed functions as well (fax, scanner, etc)</p> <p>Questions, such as what we do with existing toner, should be sent as well.</p> <p>Dave will email a complete list of the feedback after this Friday.</p> <p>Check the list to make sure your changes are included and listed correctly.</p> <p>Dave will invite Lisa to our 2/8 meeting.</p>
<p><b>Ongoing</b></p>	<p>Calendar—see highlighted area</p> <ul style="list-style-type: none"> <li>• It is time to update the student handbook - attached to agenda</li> <li>• 1/28-PeopleSoft updates should be complete</li> </ul> <p>Division Mtg Topics</p> <ul style="list-style-type: none"> <li>• LRC statement—there was unanimous support.</li> <li>• Computer labs—There was also support of providing more hours for open computer labs. Dave asked for feedback on recommended hours.</li> <li>• Middle College—There was concern expressed whether students get the full experience when the classes are offered on the high school campus. There was a question concerning syllabi and who completes them. If we provide the instructor, we provide the syllabus.</li> </ul>	<p>Review areas you own and forward any updates to your dean (deadline: 2/8). Dave will send list of courses, sorted by “staff”</p> <p>Vicki P. will check on recommended hours.</p>

<b>Essential Agenda Additions</b>	<ul style="list-style-type: none"> <li>▪ Division Mtg Topics—Already addressed</li> <li>▪ Hybrid course format—feedback was provided relating to a student who was unhappy with a particular format of a hybrid course in the weekend college. Question was asked about typical format of such courses.</li> <li>▪ Dual credit and coordinators—Rebecca asked to be on the New Coordinator orientation training list. –So be it.</li> <li>▪ Weave—an AD expressed frustration with coordinators having to take the time to enter the same information into weave they are already sending to national accrediting bodies. Dave said he “was weaving this weekend and liked it.” He said it would be fine, for this year, if programs completing a level 1 review simply forwarded that review to Carmen Wheeler. ADs should still make comments.</li> <li>▪ 2013 Calendar—it was decided to leave the calendar as recommended as the original start day is better for labs.</li> <li>▪ Course equivalencies—be sure to check emails forwarded by Dave concerning course equivalencies, as errors have been found.</li> </ul>	<p>Ben will create a “best practices” for hybrid course format and then talk about how to communicate that to faculty and students.</p>
<b>Adjournment</b>	<p>Meeting was adjourned at 4:14 p.m.</p>	
<b>Next meeting</b>	<p>Tuesday, February 1, 2:00-4:00, Regency 201 Facilitator (Bonnie Nicholson) &amp; Recorder (Debbie Holt)</p>	