

Academics Leadership Team Meeting Minutes

Date: February 1, 2011 **Time:** 2:04 – 4:14 p.m.

Facilitator: Bonnie Nicholson **Recorder:** Sandy Carey

Present: Marty Baxter, Sandy Carey, Greg Feeney, Charles James , Jenny Jones, Tammy Liles , Diana Martin , Karen Mayo, Bonnie Nicholson, Vicki Partin , Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth, Mike McMillen, Dave Hellmich (very tardy)

Agenda/Issue	Discussion	Action
ALT Minutes (1-25-11)	Minutes were approved.	
Fall Schedule Needs	Student Development and Counseling classes need open slots in the Fall schedule to offer their classes. Because they offer a staggered series, two time slots (preferably one MW, one TR) in the 9:30 -2:00 range could be used.	ADs will check their schedules and inform Greg Feeney of possibilities.
Coordinator Search Process	ADs were reminded that the coordinator list (with expiring terms highlighted) and the coordinator description and search calendar had been emailed.	ADs will begin searches and keep within calendar.
FT Faculty Campus Assignments	Faculty requesting a change of primary service location to a regional campus will work with their respective Dean and AD to ensure all college and faculty needs are met appropriately.	ADs will inform their faculty requesting change.
Faculty/ Staff Directory Update	ITES still provides the venue for Faculty/ Staff Directory Updates for full-time faculty and staff. There is no venue for listing/ updating adjunct faculty .	ADs are asked to include/update an adjunct faculty directory on their revised division websites.
New Faculty Advising	Faculty hired in August and January will have Advising Training/ shadowing opportunities in the Spring and will be qualified to advise in the subsequent Fall.	Faculty hired as coordinators in single faculty programs will get quick training from AD and advise as needed.
New Web Pages	Division/ Program Webmasters had not yet been systematical ly trained or given permission to update webpages in Site Core. Program coordinators cannot update	Ben checked to ensure training plans and updated list of

	program plans until training/ permission occur. Best Practices for informative, easy-to-use pages are needed.	webmasters. Ben will distribute best practice examples.
Perkins	<p>ADs with technical programs need to gather and prioritize Perkins requests for 2011-2012. The February 18 division meeting provides an opportunity for division prioritization. ALT will prioritize college-wide.</p> <p>Ordered Perkins material was delayed when KCTCS purchasing put it out to bid because of the vendor total (no single item over limit).</p> <p>Perkins equipment arrived and sat on loading dock at Leestown for over a month.</p>	<p>Mike distributed Perkins parameter reminders.</p> <p>Dave will check to confirm purchasing regs.</p> <p>Dave will check inventory procedures for efficiency.</p>
Dual Credit	Some new coordinators have been unaware of processes for scheduling dual credit classes (decided on in Spring for following academic year) and for interacting with high school dual credit instructors. Technical programs have a history of ATC interaction and are not impacted by coordinator change.	Rebecca will attend 2011-2012 Coordinator Orientation in August and work with coordinators wanting more interaction with HS dual credit instructors.
Middle College Growth	There was serious concern that divisions with significant full-time faculty deficits are already staffing more classes than ever before and are now asked to staff new initiatives. The concern was amplified by the likelihood that regional requests for services will grow, stretching already thin resources (human and budgetary).	Dave stated that these new initiatives will have staffing and funding priority over existing College needs.
President's Leadership Seminar	Nominations for the KCTCS Leadership Seminar for 2011-2012 are due soon. Several alum's of past programs and one current participant emphasized the general quality of the program.	ADs should send names of potential nominees to Dave.
Printer/ Copier Plan	Dave printed all responses he had received to the OfficeWare proposal for updating printers/ copiers college-wide. There was some discussion of DOM printer use and privately owned printers in individual offices. The spreadsheet appeared to be more complete than the campus before/ after maps.	ADs need to check their responses for completeness and accuracy.

LET Update	<ul style="list-style-type: none"> • Spring II has attracted over 1,00 additional applicants • In addition to the faculty positions approved for August hire, the LRC staff position and a Criminal Justice faculty position were approved. • Non-recurring budget requests for LET will also be prioritized February 15. 	<p>ADs need to check enrollments and offerings to meet need</p> <p>ALT will re-prioritize faculty/ staff request list February 15.</p>
Essential Agenda Items	<ul style="list-style-type: none"> • KCTCS list of course equivalencies contained several errors. • Nominations for the KCTCS student awards (up to one per program per division; four each for gen ed divisions) are due to Linda Faul soon. • Clicker in the Classroom workshop, Friday at 2:00 • Prioritizing staff and faculty positions together was questioned. 	<p>Dave will work with KCTCS Academic Council</p> <p>ADs will prompt coordinators .</p> <p>Details/flyer from Tammy</p>
Essential Agenda Items Deferred	<ul style="list-style-type: none"> • Charles James 	
Next Meeting	Tuesday, February 8 , Cooper Campus, OB 210	
Adjournment	The meeting adjourned at 4:14 p.m.	