

**Academics Leadership Team Meeting Minutes**

**Date:** February 8, 2011    **Time:** 2:00 – 2:30 p.m.

**Facilitator:** Greg Feeney    **Recorder:** Vicki Wilson

**Present:** Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt, Charles James , Jenny Jones, Tammy Liles , Karen Mayo, Bonnie Nicholson, Vicki Partin , Rebecca Simms, Paul Turner, Vicki Wilson, Mike McMillen. (Ruth Simms, guest)

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
ALT Minutes (2-1-11)	Minutes were approved.	
Welcome	Debbie Holt welcomed back.	
EKU and Leestown	Item withdrawn from the agenda.	
Faculty Advising	Item withdrawn from the agenda.	
No Shows/Drop	<p>Vicki P. presented two issues:</p> <p>    #1: There was some confusion regarding the date to report “no shows” – could you report earlier than the date provided in the Registrar email? Not clear what the actual cut-off date for dropping a student was. What about students who show up after they have been dropped?</p> <p>    #2: Dropped students are coming to faculty saying “someone” in records said “if the teacher will give permission to let you back in class, then we will add you back in.”</p> <p>Vicki W. noted an on-line instructor dropped a student as a “no show” because the student had not completed any assignments; the student had logged into the course shell. Ben had suggested to Vicki W. in an earlier conversation that the Registrar email could be altered to include what is considered a “no show” for on-line classes.</p>	<p>Sandy will email ADs a copy of the regs addressing No Shows/Drop.</p> <p>Debbie will take this to the SDEM workgroup.</p> <p>Debbie will take this to the SDEM workgroup.</p>
Proctored Exams	<p>Vicki P. reported two concerns with proctored exams:</p> <p>    #1: Our distance learning office schedules times for midterm exams to be proctored, but the Math Division found the times that were offered were after the mid-term date on our academic calendar.</p>	<p>Math and other areas requiring proctored exams need to coordinate with Ben; Ben might facilitate this during Coordinator Training session.</p>

	#2: When the Math Division attempted to schedule a room at Danville for students to complete proctored midterm exams, they were told that the distance learning office handled the scheduling of proctored exams.	Follow-up needed with Ben.
Preparation for next week's budget discussion	Channeling through Greg, Dave notes: <ul style="list-style-type: none"> <li>• ADs send any additions/changes to the "recurring" faculty/staff request list to their Deans; ADs be prepared to speak briefly about any requests next week; we will re-rank the list next week.</li> <li>• ADs send any line-item requests for "non-recurring" expenses (beyond typical division operating budget) to their Deans; ADs be prepared to speak briefly about requests next week; the line item requests, division operating budget request, and equipment budget request will be ranked next week.</li> </ul>	ADs submit requests by noon on Friday, February 11.  ADs submit requests by noon on Friday, February 11.
ALT Workgroups	No reports.	
ALT Initiatives	<ul style="list-style-type: none"> <li>• Sandy reported that the Interim Director for Teaching and Learning application will go out this week; the goal is to announce the person named to his position in April.</li> <li>• Charles reported 22 additional computer stations will be added to the Cooper campus library; installation work should begin during Spring break and hopefully will be completed by the end of the semester/early summer; IT funds cover this upgrade.</li> </ul>	
Essential Agenda Items	<ul style="list-style-type: none"> <li>• Vicki P. had a flier regarding the 4<sup>th</sup> annual IBM Global Education Conference; she was asking if anyone had information about this conference; no one was familiar with it.</li> <li>• Debbie expressed her and Dan's appreciation for the food and gift card from the ALT during her recovery from the surgery.</li> </ul>	
Next Meeting	Tuesday, February 15 , Leestown Campus Boardroom	Facilitator: Vicki W. Recorder: Jenny
Adjournment	The meeting adjourned at 2:30 p.m. (wait, that can't be right – it must have been 4:30 p.m.; we worked so hard and for so long . . . . it had to have been later than usual; I think the hall clock said 3:45, but the conference room said 2:30 ... that must be the official time; but I think my watch said 4:12; oh, if we only had atomic clocks . . . .)	