## **Academics Leadership Team Meeting Minutes**

Date: February 15, 2011Facilitator: Vicki WilsonTime: 2:00 – 4:00 p.m.Location: Leestown Campus BoardroomRecorder: Jenny Jones

Present: Marty Baxter, Sandy Carey, Greg Feeney, Dave Hellmich, Debbie Holt, Charles James, Jenny Jones, Tammy Liles, Diana Martin,

Karen Mayo, Mike McMillen, Bonnie Nicholson, Vicki Partin, Paul Turner, Vicki Wilson, Ben Worth

Agenda/Issue	Discussion	Action
ALT Minutes	Approved February 8, 2011 minutes.	Approved as distributed
Essential Agenda	Mission statement	
Additions	Chalk	
	Honors Program	
	Faculty retirement	
	Announcement	
Advising Concerns	Discussion focused on the various adjustments anticipated during the new extended	All – encourage faculty to
	advising period which begins March 1.	spread advising over the
		entire March 1 – April 14
		advising period.
<b>Budget Discussion</b>	Non-recurring:	Charles James and Mike
Rankings	Prioritized Division Operating Budget:	McMillen will check into the
Non-recurring	Base \$ 973,026	possibility of
	Additional <u>262,001</u>	refurbishing/recovering the
	Total \$1,235,127	existing library chairs.
	Prioritized Equipment:	
	Base \$365,973	
	Science lab 200,000	
	Furniture 100,000	
	Smart Classrooms 100,000	
	Total \$365,973	
	Discussed the possible cost savings of repairing and recovering existing library chairs	
	rather than purchasing new chairs.	

Recurring: Discussion concluded that we support increasing adjunct pay as much as the college will afford and offering additional incentives as the college budget allows. Various comments were made, as have been many times before, that it has been several years since the last increase in adjunct pay.  Recurring Positions Full-time ALT Faculty/Staff: Prioritized:	Dave, Bonnie, Sandy, and Greg will rank remaining the positions that did not receive any priority votes in ALT today.
Business and Education Division Office Manager Academic's Senior Administrative Assistant Developmental Instructor Reading Leestown MIT Hydraulics Instructor	
Prioritized Positions as Ranked by ALT 2/15/2011: Administrative Half-time Position in Opportunity College Natural Sciences Instructor – Lawrenceburg History Instructor – Leestown	
Practical Nursing Instructor – Leestown Librarian Public Services Reference Developmental English/Reading Instructor – Cooper Nurse Aide Instructor	
Accounting Instructor HVAC Instructor Communications Instructor – Lawrenceburg English Instructor – Leestown	
Math Instructor – Cooper Cosmetology Instructor Psychology Instructor – Winchester/Leestown Chemistry Instructor – Cooper/Float	
English Instructor – Cooper  A question was raised regarding the college's ability to add course messages in PeopleSoft to alert students to conflicts with lab times or other course information. This would require a system change and it was emphasized that the majority of the 16	
	Discussion concluded that we support increasing adjunct pay as much as the college will afford and offering additional incentives as the college budget allows. Various comments were made, as have been many times before, that it has been several years since the last increase in adjunct pay.  Recurring Positions Full-time ALT Faculty/Staff: Prioritized: Business and Education Division Office Manager Academic's Senior Administrative Assistant Developmental Instructor Reading Leestown MIT Hydraulies Instructor  Prioritized Positions as Ranked by ALT 2/15/2011: Administrative Half-time Position in Opportunity College Natural Sciences Instructor – Lawrenceburg History Instructor – Leestown Practical Nursing Instructor – Leestown Librarian Public Services Reference Developmental English/Reading Instructor – Cooper Nurse Aide Instructor Accounting Instructor HVAC Instructor Communications Instructor – Lawrenceburg English Instructor – Leestown Math Instructor – Leestown Math Instructor – Cooper Cosmetology Instructor Psychology Instructor – Winchester/Leestown Chemistry Instructor – Cooper/Float English Instructor – Cooper A question was raised regarding the college's ability to add course messages in PeopleSoft to alert students to conflicts with lab times or other course information.

No Shows	Discussed the email sent which stated that only 12% of faculty had reported no-shows. Dave requested that all no-shows be entered but stated that the new "Roster Complete" have in Page 185 of twill not be fully implemented by the college until Fell 2011.	
	box in PeopleSoft will not be fully implemented by the college until Fall 2011.	
	Discussion included that the email referenced no-shows but may have been better	
Dlack Doord Training	understood if it were referencing the roster complete procedure.	Ben will send a reminder to
BlackBoard Training for New Online		
		coordinators that all new
Instructors		online faculty need
A T /TC XX/		BlackBoard training.
ALT Workgroups	8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Conclusion: To allow for
		maximum enroll ALT
		prefers one deadline for each
		semester (Fall: August 1;
		Spring: December 1) and to adhere to each deadline.
	Discussion developed regarding the application deadline for new freshmen. We	adhere to each deadhne.
	consider the two deadlines for two groups of students (new and returning) to be	
	problematic; furthermore, we do not want to set deadlines and later change them	
	thereby being unfair to those who follow the rules. There was much agreement that	
	enrollment management seems best achieved by moving admission deadlines as close	
	to August 1 as possible to allow for students into small programs and hard to fill	
	classes.	
	Debbie also reported on the SDEM discussion regarding the drop date for non-attendance. Discussion focused on Return to Title IV, the new "Roster Complete"	
	check-box for in PeopleSoft and the new procedure for reporting no-shows, last date of	
	attendance with failing grades.	
	attendance with running grades.	
	Debbie distributed a sample of the Excel document Schedule of Classes that will be	
	available for viewing online during registration.	
LET	Dave reported on an LET 'term versus tenure contract' discussion. He announced that	
	LET supports the premise on which to base the decision rests primarily on whether or	
	not the individual being hired has the academic background that lends to tenure. Much	
	discussion followed, during which it was pointed out that nursing will soon be a non-	
	tenured division. Result of discussion: ALT remains united in our belief that tenure	
	should be college-wide.	
	tenured division. Result of discussion: ALT remains united in our belief that tenure	

<b>Division Meeting</b>	Changing Classroom Cultures Conference: Keynote Frank X Walker	
Topics	Advising training	
	Advising March 1 – April 14	
	Continue OfficeWare printer/copier discussions	
	No-shows; entering failing grades and last date of attendance	
	Faculty council elections	
	Senate election	
<b>Essential Agenda</b>	Mission statement (tabled)	
Items		
	Chalk (tabled)	
	<b>Honors Program</b> – Diana Martin distributed the BCTC Honors Program brochure.	
	Many positive comments were made about the brochure and the honors program.	
	Diana proudly gave praise to the wonderful work of Dan Schuman.	
	Faculty retirement – Discussed as necessary during ALT recurring position	
	discussion.	
	<b>Announcement</b> – Sandy Carey announced that she will be sending out the application	
	this week for the interim director the Teaching and Learning Center. There was	
	consensus that the application is ready to be distributed college-wide.	
Adjournment	Meeting adjourned at 4:50 p.m.	
Special Meeting	Thursday, February 17, 2:00 – 4:00, Regency 100 – Schedule Analysis	
<b>Next Regular Meeting</b>	Tuesday, February 22, 2:00 – 4:00, Regency 201	
	Facilitator (Vicki Partin) & Recorder (Marty Baxter)	