

## Academics Leadership Team Meeting Minutes

<b>Date:</b> February 22, 2011		<b>Facilitator:</b> Vicki Partin
<b>Time:</b> 2:00 – 4:10 p.m. <b>Location:</b> Regency Campus		<b>Recorder:</b> Marty Baxter
<b>Present:</b> 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, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth		
Agenda/Issue	Discussion	Action
<b>ALT Minutes</b>	Approved February 15, 2011 minutes.	Approved as distributed
<b>Essential Agenda Additions</b>	Course caps-Vicki P. Online course caps Diana FYI- Tammy HR Info Session for Personnel changes (March 1 <sup>st</sup> )-Marty	
<b>College Mission Statement</b>	Vicki P asked if there was a deadline for feedback to Karman regarding the mission statement and also do we want to send any recommendations as one voice from the ALT? Also, transfer students are not addressed in the mission statement and the statement is too long.	locate the deadline for feedback. Also Tammy Liles will send it out to all of ALT and everyone make comments and someone will create a response.
<b>Syllabi on S:Drive</b>	Vicki P- reminded us that the deadline for posting syllabi was Friday, February 18 <sup>th</sup> . Vicki P. asked if a syllabi for a specific course has been posted on the S:Drive and if there are amendments made, which syllabi should be posted?	We should archive the syllabi that the student received. If there is an amended copy made for revisions than that syllabus should replace the previously posted syllabus.
<b>Division Structure Considerations</b>	Vicki W- Do we need to look at how the job description of the Academic Administrative Assistant is defined? Could the Academic Administrative Assistant position be defined as a supervisor of all the division office managers? The position is not defined or structured to be a supervisory position but could serve as a <i>liaison</i> between the division office managers and academics. The person in this position should be able to look at the “big picture” for the day to day tasks of the DOMs.	The job position or job description could be redefined to look the everyday tasks of the office managers and help coordinate the workloads.

<b>Counseling Services</b>	Vicki W expressed concerns from her division meeting asking if we have a sufficient number of counselors to provide support student for our student population? The discussions lead to obvious need of both academic and personal counselors on all campuses including the extended campuses. Vicki W also wanted to emphasize the importance of the work performed by the counseling office.	Greg stated that they are in the process of collecting data to document the strengths of the counselors and the need for more counselors. A full-time temp (faculty) could possibly fill the void.
<b>Sandy Cook to Visit</b>	Sandy Cook with Distance Learning from KCTCS will be visiting all BCTC campuses April 15 <sup>th</sup> . Possibly in the morning at BCTC and Leestown and Regency in the afternoon.	Ben will meet with Jenny Jones and other areas to coordinate her visit.
<b>Distance Learning Office and Online Scheduling/Staffing</b>	Ben asked if there anything DL could do to help coordinators in scheduling (identify online courses needed) and staffing the online courses to give them more time to focus on course and program content.	Ben will articulate with coordinators as to what services DL can provide.
<b>AD's Role in Personnel Files</b>	KCTCS System changes are going to result in changes in our local personnel processes.	Dave is in contact with Deb Cox.
<b>Ranking of remaining full-time Positions</b>	The OST instructor for Regency was left off the ranking list on the agenda.	
<b>Workgroups</b>	No reports	
<b>ALT initiatives</b>	Sandy reported that she has received 2 applications for the Teaching-Learning Center Interim Director.	Sandy will send out a reminder for the deadline to apply.
<b>Division meetings and Advising training sessions feedback</b>	<p><u>Training meetings</u>- positive feedback on several of the Advising sessions.</p> <p><u>Division meetings</u>-</p> <ul style="list-style-type: none"> <li>• Sandy mentioned that she heard a few complaints about not enough notice for upcoming training sessions.</li> <li>• Student Evaluation of Instruction volunteers- volunteers would only have to participate in the new survey, not both and also not be in the promotion cycle. If interested contact Kevin Jensen.</li> <li>• The online college calendar doesn't correctly list the changes in the advising time table. Students are being notified by e-mail for the advising time changes.</li> <li>• Also the online version of the calendar it doesn't mention when adding a course that is full it is still up to the instructor to allow them in the course.</li> </ul>	Planning teams need to schedule sessions on a yearly calendar to allow for better planning by faculty and staff to be able to attend.

<b>LET Calendar</b>	<ul style="list-style-type: none"> <li>• The “Changing Classroom Culture” Conference is this Saturday February 26. There are 120 participants registered thus far.</li> <li>• March 10<sup>th</sup> meeting will be the expanded ALT to discuss where we go with enrollment and programs.</li> <li>• The May APT <i>tentatively</i> May 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup></li> <li>• Fall Kickoff <i>tentatively</i> Monday, August 8<sup>th</sup> 2011</li> <li>• Larry Iaquina will have the peer and faculty advising evaluations by March 11<sup>th</sup></li> <li>• KCTCS African American Fellows Program- There are no nominations thus far.</li> </ul>	
<b>Essential Agenda Items</b>	<ul style="list-style-type: none"> <li>• Online course caps- send to Vicki P to help reduce the workload on Becky Stephens.</li> <li>• Diana Martin brought forward that the Humanities division requests to keep English 101 caps at 90% due to the amount of drafts and assignments in that course. Through discussion it was determined that if we allow the cap to remain the same for one course we would need to do the same for all courses.</li> <li>• Ben-Online advisors- not sure how many students these advisors will be seeing so it is difficult to determine how many slots to have available on their door. <ul style="list-style-type: none"> <li>○ Bonnie expressed that by having more instructors advising online it has reduced the number of faculty advising face to face.</li> <li>○ Technical programs have the coordinators listed as online advising as well as in person.</li> </ul> </li> <li>• Marty-HR Info Session for Personnel changes (March 1<sup>st</sup>)- -there will be significant changes as to when non-exempt (hourly paid) can and cannot work without compensation.</li> <li>• <b>DOMs</b>- not to send personnel packets forward until the I-9 forms are completed, look for ways to provide an area of privacy for the DOMs to work sensitive materials respect the DOMs workspace.</li> <li>• Mike M- Perkins list need to be prioritized and brought to ALT soon.</li> <li>• Tammy-FYI there will be a workshop for high school science teachers July 18-22, 2011. They need 18 high school students to participate.</li> </ul>	The course caps will be raised for all online courses.
<b>Adjournment</b>	Meeting adjourned at 4:10 p.m.	
<b>Next Regular Meeting</b>	Tuesday, March 1st, 2:00 – 4:10, Cooper Campus 210 Facilitator (Rebecca Simms) & Recorder (Diana Martin)	