

**ACADEMICS LEADERSHIP TEAM**

**Date:** 3/8/11    **Time:** 2:03 p.m. – 4:15 p.m.

**Facilitator:** Michael McMillen    **Recorder:** Paul Turner

**Location:** Leestown Campus

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

Agenda Item	Discussion	Action
Minutes		The minutes were approved as written.
Essential Agenda Additions	<ul style="list-style-type: none"> <li>• Diana Martin-Question</li> <li>• Sandy Carey-Question and Announcement</li> <li>• Debbie Holt-Dean's List</li> <li>• Vickie Partin-Question</li> </ul>	
Perkins Discussion	Mike McMillen took the top choices from the prioritized lists, which he received from each of the Assistant Deans and essentially made three \$20,000.00 passes around the virtual room.	If there are additional dollars later in the year, we will meet again to divide up the remainder of the funding.
Distance Learning Academic	<ul style="list-style-type: none"> <li>• Ben Worth related that in terms of academic faculty he could identify individuals from other KCTCS colleges and vet the candidates/applicants as to their qualifications and specializations.</li> <li>• Dave Hellmich volunteered to send an email to ADs who could in turn forward to BCTC Coordinators and faculty to introduce the concept and solicit feedback.</li> <li>• Ben would like to oversee capacity in on-line classes. If capacity were to peak he would email coordinators and volunteer to “supply” or provide names of faculty from other colleges who might be interested in teaching additional on-line sections for BCTC.</li> <li>• Dave volunteered to get involved in the division discussions if needed to provide consistencies across the disciplines.</li> <li>• Discussion turned to full time tenured faculty who are not currently teaching on-line because of poor performance and it was voiced that we would like to continue this policy under the new approach of providing additional on-line applicants.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Discussion ensued regarding what it means for an instructor to become “fully on-line.” What is the process by which this occurs? As long as the AD decides that an instructor can meet all or part of their PPE responsibilities on-line?</li> <li>• If teaching completely on-line and advising completely on-line is best for all concerned then the AD must make the case for the precedent. The case must be made by faculty to AD to Deans to Vice President of Academics in order to insure that we have the best person for a certain need in a division.</li> </ul>	

	<ul style="list-style-type: none"> <li>We must insure that a faculty member does not hurt themselves by a certain course of action as regards promotion and tenure.</li> <li>Ben has been approached by faculty from several divisions asking what on-line or distance service options might be available. They have then gone to their ADs asking to use these options to fulfill their PPE requirements.</li> <li>When a person decides to “live at a distance” we have to get together and dialog as to whether or not this is a good idea for the faculty member and the college.</li> <li>Dave will work with Ben and Greg Feeney to produce a draft that outlines the procedure and roll of the distance learning office in the process.</li> <li>Ben sees his role more as being able to suggest possibilities of service.</li> </ul>	
Room Assignments	<ul style="list-style-type: none"> <li>Cooper Room Assignment for AT-211. It is Rebecca Stephens’ understanding that business has ownership of the classroom; however math and humanities each have a half interest in two different classrooms. This does not leave Business with enough space to schedule their classes.</li> <li>The history of this matter is that at one time there was a stagnation of class offerings and an expansion of on-line offerings.</li> <li>Business needs additional classrooms to offer more sections of several classes.</li> </ul>	Dave will research available rooms in “ASTRA” next week during spring break.
Drop Dates	<p>Diana Martin—</p> <ul style="list-style-type: none"> <li>Discussion ensued about the decision as to when the actual one single drop date that will apply to all students prior to the beginning of the semester.</li> <li>In the meeting on Friday, it might be a good thing to mention that since we have already begun advising we need to do something other than send an email to students who have already registered who may not get the email notice in the first place.</li> <li>Jay Box stressed in a meeting this week that the emphasis is not on completers rather than new enrollees or newly enrolled students.</li> </ul>	
Scheduling Coordinator	<p>Greg Feeney—</p> <ul style="list-style-type: none"> <li>Greg stressed that he is more and more leaning in the direction that schedules are not being completely analyzed and that often coordinators are being overwhelmed, especially when they have large numbers of adjuncts. A scheduling coordinator is needed to address these concerns.</li> <li>This position is viewed as a collaborative role with coordinators, regional directors, and regional campuses and students. This individual would work with these individuals yet retain control within academics. In effect, this would be an extra set of eyes, another individual who would be able to negotiate and be proactive with all concerned to add another dimension to the process.</li> <li>Historically other individuals have fulfilled various duties which are envisioned as the responsibility of this coordinator.</li> </ul>	

	<ul style="list-style-type: none"> <li>• This individual will have to follow the numbers involved in enrollment and the numbers who tried to enroll but were not able because the sections were full.</li> <li>• Dave Hellmich feels there is a possibility of this individual making overload in summer to be able to get up to speed for the fall responsibilities.</li> <li>• Reassignments will be brought back to the group in two weeks for discussion.</li> </ul>	
Full Time Temporary	ADs are to get a list of all full time temps for fall and spring 2011 2012. List every single individual you are currently using and every individual you hope to use.	
Ongoing Workgroups	<p>Workload Committee</p> <p>It is difficult to get and keep full time faculty in the labs in certain divisions, notably the Natural Science Division. Full time load is currently 15 credit/20 contact. Compromise is problematic when dealing with Allied Health and Natural Sciences, which historically have required different workloads. Much discussion ensued, and it was referred back to the Workload Committee for further study.</p>	
	Dave Hellmich instructed the ADs to post the positions of Gary Osborne in the MIT Division and Verna Kay Cook in the Humanities Division.	
	There will be an all day APT on Tuesday, May 3 <sup>rd</sup> .	
	There needs to be further discussion of the Non-Exempt personnel.	
	Staff Merit Bonuses are only available to those individuals who applied for their project at the beginning of the year and they are getting an EE on their PPEs. The date for this is April 15 <sup>th</sup> .	
	Copiers will be replaced and training will occur on schedule but printers will be changed out later in the year. The issue will be brought back to the ALT before this occurs.	
	Directions to Elkhorn Crossing were given.	
	<p>Sandy Carey announced that free workshops in renewable energy in several locations are scheduled for this summer.</p> <p>There are differences in what constitutes the Dean's List requirements for part time students from college to college around KCTCS... Consensus was that any part time student with one hour or greater credit hour status would be eligible to qualify for the Dean's List.</p>	
	The meeting adjourned at 4:15 pm	
<p>Next ALT Meeting Tuesday, March 22, 2011</p> <p>Regency Campus</p>	<p>Facilitator:</p> <p style="text-align: right;">Recorder: Bonnie Nicholson</p>	