

Academics Leadership Team Meeting Minutes

Date: March 29, 2011		Facilitator: Tammy Liles
Time: 2:06 – 4:10 p.m. Location: Cooper Campus		Recorder: Rebecca Simms
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, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth		
Agenda/Issue	Discussion	Action
ALT Minutes	ALT minutes from March 22, 2011 were approved.	Approved as distributed
Essential Agenda Additions	Leadership Issues - Vicki Partin Question/Privacy Issues - Diana	
College Meeting Calendar for 2011-12	Karen inquired as to when the 2011-12 college meeting calendar for Academics would be available. It was noted that Faculty Council will be reviewing a draft calendar on Friday and the Academic calendar will be set after that. The division meetings will continue to be held on the 3 rd working Friday of each month.	Academics calendar for 2011-12 will be set after Faculty Council meeting on Friday
Office Hours for Online Faculty Revisited	Dave led discussion of office hours for faculty who teach both online and in person courses. (Handout provided) This discussion was revisited due to concerns of those faculty, who are fully engaged in the college, being required to post online <i>and</i> in person advising when both are not necessary. The current protocol allows faculty who teach completely online to discuss and develop their advising plan with the AD and then take that to the Dean for approval. It would seem that we could do the same for the faculty who teach a combination of online and in person classes. Discussion ensued related to whether a difference should be distinguished between faculty who teach completely online and those who teach a combination of online and in person courses.	Use same protocol for developing advising plan for faculty who teach a combination of online and in-person courses as with those who teach completely online.

<p>Coordinator Assignments</p>	<p>Dave provided a handout of Coordinator Assignments for 2011-12 that have been identified thus far. Any additions or changes should be forwarded to him for revision. Specific items to review include whether or not the reassign time needs to be changed, if the coordinator is listed correctly, or if any coordinators have been inadvertently omitted. Items that were added or changed during the meeting included:</p> <ul style="list-style-type: none"> • Gen Ed Assessment Coordinator - current coordinator assigned will continue • Criminal Justice - new faculty recently hired will serve as coordinator • Health Information Technology - new faculty recently hired will serve as coordinator • Writing Coordinator - vacant - info on this just sent out by Diana • Biotechnology Coordinator - not listed on this document and needs to be added; Tammy will email Dave • Ombud - Danville & Lawrenceburg campus - not yet filled • Student Newspaper Coordinator - Diana requested time to review this position to determine reassign time • Externally funded activities to include HP and NSF grants - will continue with current coordinators • Real Estate program coordinator - not listed on this document but Jenny requested to add and change reassign time to 3 hrs in fall and 9 hrs in spring • Tutoring Coordinator - Greg requested to increase reassign time to 12 hrs fall and 12 hrs spring • Advisor Trainer Coordinator - Ben indicated that the need exists for this to be a leadership opportunity for faculty. Reassign time to be reviewed • Developmental Studies Coordinator - Diana provided a handout indicating that there was a 378% increase in enrollment in developmental courses from fall 2000 to fall 2010. Due to that, she requested that reassign time be changed to 9 hrs for fall and 9 for spring. All ALT members supported this change • Women's Studies Coordinator - Diana provide handout and requested reassign time since none is currently provided for this position. Part of this Coordinator's responsibility is to plan activities for Women's History month and this has not occurred since 2007 due to lack of time. ALT members did not support this request but indicated that coordinating activities for Women's History month would provide an excellent opportunity for internal service. 	<p>Items added and changed to Coordinator Assignments as noted in minutes. Additional changes should be forwarded to Dave.</p>
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	<ul style="list-style-type: none"> • Developmental Math Coordinator - Vicki requested consideration for reassign time for this position due to developmental math course redesign that will be mandated by KCTCS next year. She will provide ALT with details about this at next week's meeting. • Teaching & Learning Center Director - Ben indicated that this new position needs to be added to this document; • Medical Information Technology - Jenny requested to increase the reassign time from 3 to 6 hrs. • Film Studies - Diana discussed whether the reassign time for A. Rouse would continue at 3 hrs fall and 3 hrs spring and Dave indicated that it would since the responsibilities are similar to a technical program coordinator. • RN Coordinator at Cooper - Karen will present a request for reassign time next week. 	
<p>Workgroup updates</p>	<p>Student Advising Workgroup - Ben indicated that this workgroup met last Friday and developed a handout (provided in meeting) that AD's could share with faculty for internal service opportunities related to advising. He also indicated that there is a need for an Advisor Trainer Coordinator.</p> <p>Distance Learning Workgroup - Ben informed ALT of several new software programs being investigated by Ren Bates. These are "lecture capture" software that provide access to audio and video of faculty lectures along with their power point presentations. These are easy to use and will be accessible through Blackboard. Ben would like ALT and faculty input on the software that will be adopted. ALT members requested that Ben contact Ren to arrange a demonstration of these software programs so that input could be provided.</p> <p>Ben informed ALT that he would like to discuss with coordinators technology issues related to online courses so that we can create the type of learning opportunities that we want to provide students as we move forward with online learning. AD's can schedule a time for him to meet with their coordinators and he will try to arrange a discussion with a larger group on May 6th when Paige Brooks Jeffers visits from KCTCS.</p> <p>Business Office Workgroup - Jenny indicated that although she provided details from her meeting with the Business Office about the drop for non-payment issue with ALT last week, she has plans to meet with Lisa Bell again and can discuss any additional issues or questions that ALT has with her at that time. Please send any items that you would like addressed to Jenny.</p> <p>Workload Workgroup - Vicki Partin indicated that this workgroup met to address</p>	<p>AD's to share Internal Service Opportunities for Advising handout with faculty when developing PPE's.</p> <p>Ben will contact Ren Bates to arrange a demonstration of the "lecture capture" software.</p> <p>Ben will be available to meet with Coordinators to discuss online learning opportunities and will try to schedule a discussion on May 6th.</p> <p>Send items to be addressed with Lisa Bell to Jenny.</p>

	<p>the issues that the Natural Sciences division had with the workload model. They wanted to investigate whether a scenario could be identified that would be conducive to full-time NS faculty teaching more lab courses. Vicki indicated that after much consideration, the workgroup determined that there were too many instances where a similar situation exists in other programs at the college, and thus they could not allow a change to the current workload model.</p> <p>ALT/SDEM Workgroup - Debbie indicated that the SHEP grant (for students with disabilities) is moving forward and will begin working with a small group of students this fall. Any concerns should be forwarded to Debbie.</p>	<p>No change made to the current workload model.</p> <p>Any concerns regarding the SHEP grant should be forwarded to Debbie.</p>
Calendar	<p>April 1st - Dave mentioned that nominations for the Carnegie Professor of the Year will be considered April 1st. He provided a handout with details. Additionally, the ALT Chair Academy nominations will be considered April 1st as well. These will be discussed at ALT next week.</p> <p>April 8th - Deadline to submit nominations for the Faul/Bellamy staff award is April 8th at noon.</p> <p>April 5th - ALT to identify summer Assistant Dean assignments</p> <p>April 18th - applications for Merit Bonus due for faculty (staff has different deadline)</p>	<p>.Submit nominations for Carnegie Prof. and Chair Academy by April 1st.</p> <p>Submit nominations for Faul/Bellamy award by April 8th.</p> <p>Submit applications for merit bonus by April 18th.</p>
LET	<p>Overtime approval - Dave reminded ALT that staff persons who are non-exempt must use the request form to have overtime approved beforehand. Send to him to sign and identify chart string.</p> <p>KCTCS fellow - Dave indicated that BCTC's KCTCS fellow will be Keith Allen, an adjunct from Natural Sciences.</p> <p>Leestown Student Center - renovation will begin in May and may not be complete until well into the fall semester.</p> <p>New Horizon's - Dave indicated that BCTC Academics will cover the \$75 fee to attend the New Horizon's conference in May.</p> <p>Guaranteed Tuition - the announcement from KCTCS about the guaranteed tuition rate for returning students is applicable for 2011 and 2012.</p> <p>APT - Dave reminded ALT of the next APT meeting which is scheduled for April 14th at 2:30 and the all day APT retreat on May 3rd.</p>	<p>Send requests for overtime for non-exempt personnel to Dave for approval.</p> <p>BCTC Academics will cover the \$75 registration fee for New Horizon's conference.</p>
Essential Agenda Items	<p>PPE's - Vicki W. inquired where the student written comments for advisor evaluations could be found. Karen indicated that Larry Iaquina had indicated that ALT did not want these and he did not include. V</p>	

	<p>Vicki also inquired about changes to PPE as related to internal service that is listed but not provided. Can we remove it if we know the faculty member did not provide? It was indicated that the AD should not change the PPE but should put it upon faculty member to change and if they do not, post this in written comments.</p> <p>Vicki brought up concerns related to the due dates for faculty to apply for leadership opportunities within the college. Can the deadlines for these be more staggered so that faculty have time to apply for other leadership opportunities if they don't get the first one they applied for? ALT indicated that this is part of the process. Faculty may or may not get the leadership opportunity they applied for but they need to consider that as a possibility when applying.</p> <p>Privacy Issues - Diana has observed that there are privacy concerns at Winchester campus. There is no space available for private conversations. It was noted that this is an issue but no action was taken at this time.</p> <p>Full-time Temps - the question of when ALT will know how many full-time temps will be approved for next year was addressed. Dave indicated that this info will be provided one week from Thursday. (April 7th)</p>	
<p>Next Regular Meeting</p>	<p>Tuesday, April 5th, 2:00-4:00 pm, Leestown Campus Boardroom Facilitator: Diana Martin & Recorder: Bonnie Nicholson</p>	