

ACADEMICS LEADERSHIP TEAM

Date: April 12, 2011 Time: 2:00 p.m. – 4:15 p.m.	Facilitator: Jenny Jones Recorder: Charles James Location: Regency 203
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Present: Dave Hellmich, Bonnie Nicholson, Sandy Carey, Debbie Holt, Charles James, Mike McMillen, Vicki Partin, Dianna Martin, Ben Worth, Paul Turner, Jenny Jones, Karen Mayo, Greg Feeney, Tammy Liles, Vicki Wilson, Rebecca Simms, Marty Baxter	Visitors: None
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Agenda/Issues	Discussion	Action
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ALT Minutes:	Alt Minutes: March 29, 2011 and April 5, 2011.	Approved as distributed.
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Winchester Faculty Offices	Vicki Partin voiced concern that one of her full-time faculty members in Winchester has reported that their personal office space was being used by others and materials/supplies have been taken. A virus was also discovered on her computer. Vicki talked to Bruce Manley about this and was told that an e-mail would go out. Subsequently, after IT restored the computer, another virus was found. The faculty member has now worked with IT and has secured her computer from anyone else being able to use it. A full-time English faculty has also reported that others are using her office space at Winchester. It was agreed that action must be taken. Suggestions included: putting locking doors on full-time faculty spaces and remodeling the space to provide important/necessary office privacy. Pricing for lockable doors/spaces at Winchester for full-time faculty should be pursued. It was also noted that full-time faculty have additional need for privacy because of their extra duties and expectations where privacy of their documents and materials are essential. There was group consensus that the problem must be addressed and Dave said he would talk with Bruce about it and seek solutions. Further concern extended to the plans for the new Newtown Pike construction. Concern centered on the cutting back of funding having an impact on the design of faculty offices and creating problems like those currently noted in Winchester. Consensus was that cuts should not be made that again jeopardizes the essential needs for privacy and security of full-time faculty offices. Re-design should not be at the expense of basic, essential needs of faculty to adequately perform their roles.	Dave will talk to Bruce in Manley about Winchester Faculty Office concerns. Newtown Pike is another issue and Deans with full-time faculty offices scheduled to be on that campus should continue to express concern to administration and architects.
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New Teacher Orientation	Vicki Partin asked about New Teacher Orientations including recommendations from Faculty Performance Review concerning new teaching portfolios. Specifically, should AD's attend first session and when is that scheduled. New faculty orientations for next year will be on Cooper Campus on Fridays from 12:30-1:30 and Ad's are asked to not schedule division meetings at that time. Rather than attending the first meeting in August, it was suggested that Master Teachers (Molly and Shirley) should be invited to ALT for information purposes. Discussion ensued about having them come with the consensus being to invite them a May ALT meeting to do a "post-mortem" of this year. Bonnie also asked that all AD's receive the information packets that their new faculty get at the annual New Faculty Orientation.	Invite Molly and Shirley to a May ALT Meeting.
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Assigned Winchester Rooms	It was reported by Pat Nation that the room she had been teaching in (Room 116) is now a computer lab. Dave suggested that it might still be usable as a classroom as well. We (Acad. Affairs folks) assign classroom for instruction. We may need to review/revisit the room assignment grid for Winchester. (Current scheduling grid and Winchester floor plans were attached to agenda).	Suggestion was to bring next week/Tuesday for review or get together sooner if necessary.
Special Examinations	V. Wilson asked for some clarification on special exams, specifically, being able to take tests without cost for credit. General discussion was on the differences between a by pass exam and placement exams. There was some discomfort expressed with tests for credit. Debbie stated that CIT gives bypass tests to about 20+ students prior to classes beginning. Faculty and divisions decide on tests in their specific areas including criteria, and if they are appropriate. An example is Spanish gives placement tests to determine possibility of advance placement and that may be a model for sign language in V. Wilson's division.	Dave suggested that we look at pages 18, 19, 20 of the Student Handbook bring it back as an agenda item for discussion.
Dual Credit Stuff	D. Martin asked about the need for better/prior planning and being proactive in addressing adjunct faculty needed in the high schools to cover dual enrollment courses. Planning rather than trying to react at the last minute would be very helpful for area coordinators such as English and other gen. ed. classes that are already trying to prepare for next Spring. Dave stated that dual credit was a major initiative within KCTCS, especially gen. ed. courses and is a major trend nationally. We will be in flux for a while and it is difficult to know the scope of it at this time. It was also suggested that there be a new faculty orientation for dual credit instructors (about 15 next semester). A date for mandatory orientation should be set and coordinators should be included in the communication. Rebecca suggested that she should meet with coordinators Jenny stated that these faculty might need to attend the part-time faculty orientation that is done at night.	Decisions on orientation and training for dual-credit faculty should be addressed quickly.
Sabbaticals	Diana asked that policies regarding one-year sabbaticals at full pay beginning this next year be re-visited and adopted. This is especially important in the case of faculty who are trying to complete a PhD. There was consensus among the members of ALT that this was important and needed to be moved forward and supported by administration. Discussion also included looking at possibly more stringent guidelines for sabbaticals, a review of the application process, and the suggestion that better follow-up and accountability by faculty when they return from sabbatical be considered.	Dave stated that he would take this issue forward to Dr. Julian with endorsement of the ALT membership.
System Office Distance Learning Updates	Ben announced that Sandy Cook's visit to BCTC was back on again for Friday. Asst. Deans asked that she could re-schedule for May. Dave announced that Ben has a new KCTCS leadership role: Leader- Distance Learning Education Coordinators Peer Team. Additional information reported by Ben: <ul style="list-style-type: none"> -System group looking at and discussing State Authorization-Regulations and legislation regarding online education. We have nothing to do right now. - New Black Board servers should help address and lessen problems of past. - We will not update Blackboard every time they do which will lessen problems at critical times. 	

	<ul style="list-style-type: none"> - Wimba: new software changes allowing the use of Illuminate and collaboration with Blackboard. - MyLab Plus changes coming. - Paige Jeffers: new initiatives for online facilitators, additional Blackboard training. 	
Coordinator Assignments Revisited	Current assignments were attached to agenda. It was announced that V. Partin is the new Scheduling Coordinator. Vicki noted that Jennifer Headley and Cindy Barber should be added as Dev. Math Course designers.	
KCTCS General Education Committee Revisited	Joe Anthony and Peggy Saunier are our representatives.	
KT Converging Trends Conference	Dave announced that the College would pay the \$100 registration fee for up to two faculty per division/area but divisions/area attendees would have to cover travel and lodging. See conference information attached to the meeting agenda.	Send names to Barbara Hoskins if you have folks who will attend.
Fall Kick Off	Very productive and proactive discussion on programming and offerings for activities for Fall Kick-off on Monday, August 8 th . Suggestions included: professional development opportunities and “meatier” topics for faculty. It would be good if Dr. Julian’s opening talk included college initiatives, budgetary issues, and in general, a “state of the college” address. This should be followed by breakout sessions that could include faculty topics of interest such as advising, technology training sessions, classroom instruction, area/division meetings, multiple focused training sessions, ex. dual-credit initiative, teaching resources, basic Blackboard, downloading your syllabus, teaching strategies, and tracks that include staff training, issues, and initiatives. Ben Worth, Tammy Lyles, Jenny Jones, and Karen Mayo volunteered to serve on an ALT faculty planning team for Kick-off activities. Earlier discussion, planning, and committee input could help greatly.	Proposed ALT Faculty Kick-off Committee will meet at 1:00 Tuesday, April 19 at Cooper campus prior to scheduled 2:00 ALT Meeting.
Ongoing Item(s) Update	<ul style="list-style-type: none"> • ALT Workgroups - Honors will have a table at Stop By Get Started. It was suggested that letters of invitation should be sent to those new students who qualify for Honors Program. D. Holt can assist in merging names addresses of those students. No other Workgroup reports. • ALT Initiatives- No Updates • Academics Leadership Team Calendar: - <i>Course Schedule Priorities</i>: Use Data-Weekend College, Bi-term, Hybrid Schedules to create a plan. Purpose: to create efficiency. Ben will meet with Asst. Deans/Faculty. <i>Merit Bonus Applications</i>: Due to Bonnie, Sandy, or Greg on Monday, Ap. 18th. • Academic Council: No Update • LET: It was announced that term-faculty will be offered multi-year contracts after 3 years of continuous positive service. 	
Division Meeting Topics:	Topics to Include: Elections, Encourage attendance at Kick-off, Printer/copier installation after finals and training, Committee assignments.	

<p>Essential Agenda Items- Additions</p>	<ul style="list-style-type: none"> • Questions: Paul Turner- 1. Committee Lists 2010-11 faculty requests. - Solicit faculty input. 2. Furniture List: Not decided yet. • Graduation Question: Jenny Jones- general discussion on May graduation applications and being able to walk even if not completing graduation requirements until Summer. There are a number of cases where this happens and is generally accepted as ok in certain circumstances. Registrar is aware of issue and can clarify policy and cases where needed. • AD Mentors: V. Partin- Suggested that new AD's have an AD mentor assigned. There was general consensus in favor of this by ALT membership. Initially, outgoing AD should work with New AD. <p>BE IT SO NOTED THAT: The Meeting was Efficiently Run and Adjourned Promptly at 4:15 p.m.</p>	
<p>Next Meeting(s)</p>	<ul style="list-style-type: none"> • Tuesday, April 19, 2:00-4:00, Cooper Campus OB210 Facilitator (Charles James) & Recorder (Sandy Carey) • Special ALT- Faculty Merit Bonus ALT Thursday, April 21 Regency Campus 203 	