

Academics Leadership Team Meeting Minutes

Date: August 24, 2010

Time: 2:00 – 4:02 p.m.

Facilitator: Vicki Partin

Recorder: Greg Feeney

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

Agenda/Issue	Discussion	Action
ALT Minutes (8-10-10)	Minutes were approved with minor changes.	
Essential Agenda Items	<ul style="list-style-type: none"> • Mytle (My IT lab) – Diana M. • Budget – Vicki W. • QEP - Karen • Bookstore – Jenny • Computer lab – Vicki P. • New faculty observations – Vicki P. 	
ALT Workgroups	<p>Dave reviewed the importance and function of the workgroups, how each should investigate related issues and report back to ALT (no need to meet for the sake of meeting). He asked for volunteers to chair each group (listed below).</p> <ul style="list-style-type: none"> • SDEM – Debbie, Chair • Finance and Operations – Jenny, Chair • ITS – Greg, Chair <ul style="list-style-type: none"> ○ Current members: Ben, Debbie • Workload, Vicki P., Chair <ul style="list-style-type: none"> ○ Current members: Tammy, Paul • Distance Learning (Ben will serve as liaison between ALT and the Distance Learning Committee) • Honors – on hold for now. 	<p>Those interested in working with one of these groups should contact the chair.</p> <p>Vicki W., Dave, and Sandy will examine honors program and report back.</p>
Adjunct Faculty Responsibility Sign Off	<p>Dave discussed how he made one change to the form (highlighted on agenda attachment). He emphasized the form should not go to HR but rather be filed at the division level. They could be scanned and then filed electronically (Sandy offered to demonstrate). Karen is not using the form as it does not apply to clinical faculty.</p>	<p>Dave will email revised copy and place within employee handbook.</p>
Faculty Advising Evaluations	<p>The process is going online this year for all faculty. There are still details to work out. There will be a draft of instructions for us to review. There was a question over Georgetown being included.</p>	

External Overload	The importance of the form was discussed for faculty also employed outside of BCTC. The form places priority on their job with BCTC. Review of it should be a standard division agenda item at the start of each year. The form does not need to be completed for book/chapter reviews or other honorarium related functions.	
Sabbatical Policy	Question was posed of offering half year as well as full year sabbaticals. Through discussion, the following points were emphasized: there should be a solid research component, should be clear criteria, could have set amount each year to fund 3-5 half year sabbaticals, in addition to full year. There was strong support; however there were questions over the financial viability. Once Dr. Julian's support is confirmed, a workgroup should be established to further explore.	Dave will check possibility of ½ year sabbaticals with Dr. Julian.
Overload Policy	Concern was expressed over the current overload policy negatively impacting the scheduling process (due to the policy, it has become increasingly difficult to schedule fulltime faculty and hire part time faculty in some courses). Much discussion ensued. It was emphasized there should to be a balance of what works well for both faculty and the college. It was agreed there is a need to develop "best practices" language for course scheduling.	Tammy and Sandy will draft the language and bring back for discussion.
Astra Scheduling Bottleneck	Concern was expressed over the lack of response in trying to schedule rooms for events. Dave said the kinks are still being worked out and the process should be much better soon.	
Spring 2010 IDEA Evaluations	Karen noticed problems with only raw scores being returned. She questioned if this is a college-wide issue.	Karen will contact IDEA to share problem. ADs should check their division IDEA results and contact Karen if problem areas are found.
Need person in lobby 1 st few days of class to help students	The discussion of these two agenda items was combined. The main context for the discussion was the Leestown Campus and mainly the M Building. In addition to there being agreement that a person is needed in the M building lobby at a welcome table, the following points were made: <ul style="list-style-type: none"> • Students should be encouraged to go to the Leestown Learning Commons to print their schedules (or the two computers there in the M lobby) 	
Need computer and printer as well as schedules need to be		

printed off for students	<ul style="list-style-type: none"> • We need greater availability of directions for printing a course schedule. • We should work to provide better overall support. 	
Summer Debrief and Beginning of Semester Debrief	<p>The following items were identified concerning summer:</p> <ul style="list-style-type: none"> • We need a tutoring schedule, with contact information. • There should be at least a one day overlap of Summer I and Summer II ADs. • There needs to be clearly stated expectations for ADs concerning offices hours and responsibilities. • It was stated more people need to be on campus during the summer. <p>The following items were identified concerning beginning of semester:</p> <ul style="list-style-type: none"> • The process was smoother for drop for nonpayment. • Concern was expressed over the late date for the last SAP appeal meeting. The group would like it moved closer to the start of classes. <ul style="list-style-type: none"> ○ Point was made it is students' responsibility to obtain required materials for classes. 	SDEM will review with workgroup - move last deadline up and emphasize payment of books more in orientation.
Revisions to academic web pages – transfer and college readiness	<p>The program plans and checklists will be kept on the S drive and can be edited by coordinators and ADs and then uploaded (information is in Word document form on the S drive). Ben stated the coordinators provided good feedback on the pages: There is good access to college programs; however, college readiness and transfer access needs improvement. Ben will work on showing ESL and developmental sequences. Through discussion, the group felt it best to link to the Transfer Center concerning transfer access. The Transfer Center will be linked from AA and AS pages. For your Review, current plans can be found at the following link: http://www.bluegrass.kctcs.edu/Academics/Programs_of_Study.aspx</p>	ADs should work with coordinators to check the programs plans and if they are not online, please get to Ben ASAP.
Office Keys	Concern was expressed over the amount of extra keys and there being the need for better security. Dave said Todd Gray is looking into the problem and will be working to improve the situation.	
ALT Calendar	<p>Two listed items were emphasized:</p> <ul style="list-style-type: none"> • 9/8 – Final Fall PS course updates complete (any changes to fall schedule should be complete—all faculty names should be entered) • 9/8 – PPE Planning due to ADs 	
LET Update	None	
Essential Agenda	As we were short on time, not all items were covered:	

Items	<ul style="list-style-type: none"> • Mytle (My IT lab) – Diana M: not covered. • Budget – question was asked concerning travel reimbursement for division meetings. It was clarified this is a division decision. • QEP – Question was asked if the BCTC literary group counts for mandatory QEP training. Answer was given: No. • Bookstore – Jenny: not covered • Computer lab – Vicki P.: not covered • New faculty observations – question was asked if coordinators observe new faculty so it is viewed as a formative process and does not influence the PPE. <ul style="list-style-type: none"> ○ After rushed discussion, it was agreed to carry the item over to the next agenda. 	
Next Meeting	Tuesday, August 31, Cooper Campus, 210	
Adjournment	The meeting adjourned at 4:02 p.m.	