Academics Leadership Team Meeting Minutes Date: August 31, 2010 Time: 2:04 – 4:00 p.m. Facilitator: Diana Martin Recorder: Tammy Liles

Present: Marty Baxter, Sandy Carey, Greg Feeney, 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 (8-24-10)	Minutes were approved.	
Essential Agenda Items	 Computer labs – Debbie Faculty ID – Vicki P. Bookstore –Vicki P. AA and AS web template - Sandy Perkins - Mike Paper – Vicki W. 	
Student Evaluation of Advising	Larry laquinta discussed the new online Zoomerang faculty advising evaluation. The fall 2010 advising evaluations will only be administered online. Initially all computers will have the evaluation icon on their desktop. Some ALT members requested that certain computers be excluded. Several members had questions and reservations about the administration of the evaluation. This topic needs to be discussed at length in a future meeting.	Send Ben a list of computers that should not have the evaluation icon on the desktop. Send Larry a list of any faculty that should not be included in the advisor database for the survey. Add item to 9-7 agenda
Student Liability Insurance	Craig Dundon unable to attend. Craig will reschedule meeting with ALT.	
2010 Master Teacher Seminar	Dave unable to attend.	Add item to 9-7 agenda
Sunday classes @Cooper	Tammy discussed the issue of having adjunct faculty being responsible for opening and closing the building on Sundays. Security does not have a key to the Oswald Building.	Tammy will make Todd Gray aware of this situation.

		Sandy will talk to Marilyn Childre about the policy.
Clocks	Tammy requested that the clocks be fixed to show the correct time in all rooms and hallways.	The group offered to take up a collection to purchase clocks and shut Tammy up.
BCTC Catalog	Vicki P. indicated that the 2010-11 BCTC catalog course descriptions were missing on the web. Item to be discussed further when Dave is present.	Ben will talk to Bill Davis Add item to 9-7 agenda
Course Pre-req Overrides	Vicki P. indicated that several students that had been dropped by the Math department for not meeting pre-req were placed into the classes by other faculty. The group suggested that this topic be addressed in advisor training.	
New Full-time Faculty Observations	The group discussed the process for teaching observations of new full time faculty. Each division will determine who (coordinator or assistant dean) observes the new faculty. The group agreed that each faculty member should be observed at a minimum 1x each semester.	Sandy will send the Observable Teaching Behaviors form to the group.
Cooper Campus Keys	Vicki P. proposed that all unused keys be returned to Marilyn Childre to start a college key cabinet. This would be a cost saving measure for the college.	
Noise Level in OB Lobby	Vicki W. presented the group with 2 letters from CHLSS faculty who are upset about the noise level in OB lobby interrupting the teaching environment in nearby classrooms. The group acknowledged that the noise level is a problem. Suggestions for improvement included: signage, security guard presence in the lobby during high volume times, and close hallway doors.	Vicki W. will talk to James Chambers and Todd Gray. SDEM workgroup should address this topic.
Reimbursement for Travel to Meetings	Vicki W. and Diana requested consistent and equitable reimbursement policy across divisions for faculty travel to meetings. The reimbursement in the past has been on a division by division basis. The group would like to see a copy of the current college policy and discuss further when Dave is present.	Add item to 9-7 agenda
ALT Workgroups	Distance Learning: Ben reviewed the e-mail that he sent Friday, Aug. 27. He discussed a single advisor directory for all advisors (no designation for online advisors) and that all advisors will be advising in person, online and phone. The group had several questions and concerns. The group agreed that common language should be available to present to faculty at Sept. 17 division meeting. Honors Program: the group has met and the plan is to have a program in place by 2011.	Volunteer for workgroups!

	ITES: Tell Greg if you are interested in joining the workgroup. Workload: Vicki reminded everyone that the workgroup could use more volunteers SDEM: only 2 volunteers so far. Finance and Operations: Jenny is lonelynobody has volunteered.	
Essential Agenda	As we were short on time, not all items were covered:	
Items	 Computer lab software – Debbie noted that IT has not installed class software in computer classrooms. Jenny noted that basic computer applications and software are not working at Regency. Perkins – Mike asked if money saved from Perkins purchases can be spent or returned to the Perkins fund for reallocation. Any saved money is to be returned for other items on the prioritized list. Sept. 30 is the last date to purchase Perkins items. Paper – Vicki W. has 100 reams of legal sized paper to give away. Contact Vicki if you would like some of the paper. Items to carry forward to Sept. 7 agenda: faculty IDs, bookstore, AA/AS template on web. 	E-mail IT issues to Greg by Friday. ITES workgroup and Greg will work with Ren and Dave to fix the situation.
Next Meeting	Tuesday, September 7, Leestown Campus Boardroom, 210	
Adjournment	The meeting adjourned at 4:02 p.m.	