

**Academics Leadership Team Meeting Minutes**

**Date:** September 2, 2010  
**Time:** 2:00 – 4:00 p.m.

**Facilitator:** Dave Hellmich  
**Recorder:** Diana Martin

**Present:** Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt , Jenny Jones , Tammy Liles , Diana Martin , Karen Mayo, Mike McMillen , Tri Roberts, Vicki Partin , Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Tri Roberts, Rhonda Wheeler, Erin Tipton, Bruce Manley, Palisa Williams-Rushin

Agenda/Issue	Discussion	Action
<b>Schedule Analysis</b>	<p><b>Dave</b> distributed copies of Fall I and II Schedules, grids of room use in each building, and a division priority for class scheduling by campus, building, and room. Dave asked that we carefully review the schedule to see how it will influence offerings for Spring and Fall 2011.</p> <p><b>Tri and each regional director</b> discussed needs for Fall II. In addition, the regional directors reported a good response from area coordinators to requests for additional classes</p>	
	<p><b>Palisa</b> reports that as of September 2, 1200 new student applications have been processed for Fall II classes. Six hundred are expected to be eligible to register for Fall II. Therefore, we have a great need to increase our Fall II offerings if possible. A list of specific needs was provided.</p>	
	<p><b>Dave</b> "walked" us through the handout. It is obvious we need to increase Friday and Saturday classes.</p>	
	<p><b>Palisa</b> explained the new <b>Student Support Services Grant</b> the Boyle County campus has received for a particular high risk population. This will increase our need for more developmental courses on the Danville Campus. Grant students will have an assigned advisor who will follow students from entry to exit.</p>	
	<p><b>Bruce</b> reports that Winchester may need more classes on Friday/Saturday as well as more classes overall.</p>	
	<p><b>Lessons Learned from Fall 2010 -Palisa</b>            Keep firm application deadline            Consider an earlier deadline            Due to end of Iraq war expect to see increase in ex-military students.</p>	

	<p><b>Possible changes: Palisa</b>  No new students after day 1, even with instructor permission  Need to consider --what is our capacity  MTWR classes currently close to capacity  How to sustain our growth.</p>	
	<p><b>Mike</b> reports the need for more flexible gen ed offerings on Leestown Campus.</p>	<p>Vicki and Diana will discuss with Mike and coordinate gen ed class scheduling to meet needs.</p>
	<p><b>Rhonda</b> reports need for more developmental offerings at Lawrenceburg Campus.</p>	
	<p><b>Someone – Ben, Dave?</b> suggests possible creation of Best Practices in scheduling. Perhaps collect a list of scheduling do's and don'ts? Example: First create the schedule then put in faculty. Do not schedule to suit faculty requests.</p>	
	<p><b>Tammy</b> reports a bottle neck created by lack of biology labs due to space and cost. Perhaps offer Sat or Sunday labs at Leestown Campus.</p>	
	<p><b>Friday Schedule – general discussion</b> -- Hybrid classes have been well received during fall semester. Will closely watch developmental classes to see if students are successful.</p>	
		<p><b>Fall II-</b>  ADs will prioritize what is needed.  Review rooms as assigned.  Look at the rooms and see what might be needed for a particular class.</p>
Adjournment	Meeting was adjourned at 3:56pm.	
Next meeting	Tuesday September 7, 2010 2pm Boardroom Leestown Campus.	

