Academics Leadership Team Meeting Minutes

Date: September 14, 2010Facilitator: Karen MayoTime: 2:00 – 4:00 p.m.Recorder: Debbie Holt

Present: Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo, Mike McMillen,

Vicki Partin, Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Rebecca Simms, Bonnie Nicholson, Charles James

Agenda/Issue	Discussion	Action
ALT Minutes (9-2-10 and 9-7-10)	The minutes of the September 2 and September 7 ALT meetings were approved.	
Essential Agenda Items	There were two additions to the agenda—Ashland Teaching & Learning Conference—Vicki Partin, and Financial Aid/Scholarships—Tammy Liles	
Items from Previous ALT Meetings		
Meeting Travel Reimbursement	There is no college or system policy that prohibits faculty from being reimbursed for incounty travel, so it is up to each division whether they want to use division travel funds for meeting travel reimbursement for the remainder of this year. We may want to revisit this issue and request additional travel funds for Academics for 2011-12 to cover travel to meetings.	Each division will continue its own policy regarding reimbursement for meeting travel for this academic year.
Student Evaluations of Advising	Ben Worth met with Larry laquinta and reported that it is still possible to use paper evaluations for Student Evaluation of Advising this semester, but the IR office would need to know <i>very soon</i> if we do want to use paper forms. Another possibility that would address some of the security concerns that have been raised is that the link could be sent to students through KCTCS e-mail with a code that would prevent them from completing the evaluation more than once.	
	Ben also reported that Big Sandy uses a software program for all student and advising evaluations, which costs about \$20,000 (one-time license). This system uses Scantron forms and the response rate is about 25%.	Discussion will continue at ALT meeting on Thursday, Sept. 16 regarding what to report to faculty at division

	Dave, Sandy, Bonnie, and Greg will meet Thursday morning, Sept. 16 to discuss this issue further and will report at the ALT meeting Thursday afternoon.	meetings on Friday.
Master Teacher Seminar	Five faculty names were submitted for consideration for the Master Teacher Seminar to be held at the end of October. Jim Fenton and Greg Rickert were selected. Completed application forms for these faculty need to be sent to Dave H. as soon as possible.	
Division Room Prioritization/ Scheduling	We need to develop a process by which rooms are scheduled, especially for gen ed classes at the Leestown campus. As we begin to utilize Astra for room scheduling on all campuses, this should help in developing this process. Astra training is scheduled for Friday, October 15 at Leestown N119; Dave will also see if training can be scheduled for AD's within the next week. ITS is responsible for entering information in Astra regarding equipment/media that is available in each room at Leestown and all extended campuses.	AD's with faculty on the Cooper campus will meet Friday, Sept. 24 to discuss the allocation of office space on Cooper for full- time faculty.
FT/PT Faculty Data	A spreadsheet of FT/PT Credit Analysis was distributed containing information generated for the Fall, 2010 semester (does not include Fall II), listing all courses, faculty, and their status—full-time or part-time. Full-time temps should be considered part-time faculty and coded as "pt" and overloads will be ignored—any class taught by a full-time faculty will be coded as "FT." This information will be used in determining priorities for full-time faculty positions to be requested for 2011-12.	AD's are to review relevant sections of Credit Analysis spreadsheet and report changes to Dave by Sept. 28.
Fall II Data	Dave distributed a revised scheduled for Fall II for AD's to review.	AD's should review Fall II schedule to determine if needs outlined in Lucinda White's e-mail have been addressed.
College Leadership	Debbie Holt reported that Dr. Juston Pate, Dean of Academic Affairs at Maysville CTC, reported to the system Rules and CRC meetings last Friday in Versailles as chair of Academic Council. One of the items he discussed was the top-level leadership at the different colleges across the state and how varied the composition of these leadership teams are at the different colleges. Several people on Maysville's leadership team have faculty status, while none of those on BCTC's LET have faculty status. There was discussion on what message this sends when the main focus of the college is presumably Academics.	Dave will check with Dr. Pate on how faculty status is defined for those serving on the Maysville leadership team.
Faculty Gone Wild	Diana Martin discussed issues she is seeing with faculty being stretched to the breaking point already this semester, and discussion was held on ways we can support and help faculty. Some ideas that were generated were:	

Next meeting	Thursday, September 16, 2010, Leestown Boardroom, Bldg. M	
Adjournment	Meeting was adjourned at 4:00pm.	
		(place TBA) to consider non- recurring requests.
	An additional meeting was scheduled for Tuesday, October 5 to consider and prioritize non-recurring operational/equipment requests for 2011-11.	Meeting on Tuesday, Oct. 5
		prioritize faculty requests.
	items that come up between now and Thursday. Dave will also try to schedule Astra training for AD's on Thursday.	ALT meeting on Tuesday, Sept. 21 at Cooper will be to
	Sept. 16 will be a regular ALT meeting to continue with today's agenda and any other	
Change	bring sheets summarizing the positions they are requesting. The meeting on Thursday,	Leestown.
Meeting Schedule Change	Because not all ALT members can attend the special meeting this Thursday, we will reschedule the meeting to prioritize faculty requests to Tuesday, Sept. 21. AD's should	Regular ALT + Astra training will be Thursday, Sept. 16 at
	answers to this question!	2 1 117 1 1 1 1 1
	they are, revised, or updates can be submitted as an addendum. There are no easy	
	go this route and submit a PRN to be considered for tenure. PRN's can be submitted as	
renure Portfolios	Faculty on term contracts who wish to switch to tenure-track positions must notify the president's office by Sept. 15. Discussion was held on how to counsel faculty whether to	
Tenure Portfolios	request process.	
	was determined to be a critical need that will be filled before those in the regular faculty	
	campuses and administer state-mandated testing for over 2,000 students. This position	
114136711461 03111011	December, which will leave only one full-time faculty to serve 600 students at several	
Nurse Aide Position	Karen Mayo reported that a full-time faculty in the Nurse Aide program will be retiring in	
	Until more full-time faculty can be hired, these problems will probably continue.	
	budget allows	
	• try to support professional development activities for faculty as much as division	
	follow-up with concerns that faculty bring to you	
	suggest they take vacation during Fall Break	
	really listen when faculty talk about problems/issues they are having	