

Academics Leadership Team Meeting Minutes

Date: September 16, 2010
Time: 2:00 – 3:15 p.m.

Facilitator: Sandy Carey
Recorder: Karen Mayo

Present: Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt , Jenny Jones , Tammy Liles , Diana Martin , Karen Mayo, Mike Franklin , Vicki Partin , Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Rebecca Simms

Agenda/Issue	Discussion	Action
Textbooks	Multiple concerns were expressed regarding students not having the financial means to obtain their textbooks in a timely manner at the start of the semester. The regional campuses are starting to offer the service of checking out a textbook similar to what is offered at the Learning Commons, Leestown and Learning Resource Center, Cooper.	At the next Student Development and Academics workgroup meeting they will discuss the financial aid impact regarding textbook purchases at the start of the semester.
BA8 Forms	Marty Baxter informed the group that the BA8 form does not automatically calculate the total dollar amount.	Debbie Holt volunteered to rework the BA8 form so that this calculation would occur.
Division Meeting Topics	The following topics were suggested for inclusion at the September 17, 2010 division meetings. -IT Training -QEP Training -Advising Workshops -Travel -Non-Recurring Dollars -Recurring Faculty/Staff Positions	
Workgroups: Distance Learning (Chair: Ben Worth)	Ben Worth reported that advising workshops are currently being planned by the Advising Steering Committee. There was discussion regarding when to have the sessions. The AD's recommended having multiple options in regards to time,	AD's will ask faculty to suggest topics for the mandatory advising

<p>Honors Program (Chair: Diana Martin)</p> <p>IT and Academics (Chair: Greg Feeney)</p> <p>Business Office and Academics (Chair: Jenny Jones)</p>	<p>location, and mode of delivery. Ben Worth will be offering several of the trainings online. Once the topics have been selected the list will be sent to ALT for review. The topics will include a range of options to accommodate the seasoned advisor as well as the new advisors. The Advising Steering Committee is discussing the initiation of an "Advising Academy" during the spring semester.</p> <p>Ben Worth sent out an email on 9/14 that provided an overview of the distance learning updates. The email also detailed suggestions for observing new faculty on line. Ben Worth is available to assist with online faculty observations if you have questions. In addition, the online best practices document is a good guideline to follow for observing the online course.</p> <p>Diana Martin reported that the anticipated implementation date for the Honors Program is fall 2011. A draft of the curriculum is in development, and instructors are currently being identified.</p> <p>Ren Bates is in the process of identifying staff from his area to serve on this workgroup.</p> <p>Several issues were identified for Jenny Jones to address with the Business Office/Academics workgroup.</p> <ul style="list-style-type: none"> -Difficulty processing grant money that has already been expended -Abundance of paperwork -Limitation with only have one pro card per division 	<p>workshops.</p>
<p>LET Updates</p>	<p>AD's need to review summer schedule to determine what courses need to be offered for summer 2011. Historical data should be used in developing the summer 2011 schedule.</p> <p>The data set for FT/PT faculty for fall 2010 has been sent electronically. Review the information and report back to Dave Hellmich any changes. Nursing and Allied Health will also review data and report back to Dave Hellmich in a slightly different</p>	

	<p>format due to the labs, clinical, and team teaching done in these areas.</p> <p>The fall II ASTRA schedule grids have been emailed.</p> <p><u>Dates for Fall 2011</u></p> <table> <tr> <td>New Faculty Orientation</td> <td>Tuesday, August 9</td> <td>8:30-4:00</td> </tr> <tr> <td>New Coordinator Orientation</td> <td>Thursday, August 11</td> <td>(all day)</td> </tr> <tr> <td>Returning Coordinator Orientation</td> <td>Thursday, August 11</td> <td>(afternoon)</td> </tr> <tr> <td>Ombud Orientation</td> <td>Friday, August 19</td> <td></td> </tr> <tr> <td>ALT Meeting</td> <td>Wednesday, August 10</td> <td>10:00-4:30</td> </tr> <tr> <td>Adjunct Orientation</td> <td>Monday, August 15</td> <td>(evening)</td> </tr> </table>	New Faculty Orientation	Tuesday, August 9	8:30-4:00	New Coordinator Orientation	Thursday, August 11	(all day)	Returning Coordinator Orientation	Thursday, August 11	(afternoon)	Ombud Orientation	Friday, August 19		ALT Meeting	Wednesday, August 10	10:00-4:30	Adjunct Orientation	Monday, August 15	(evening)	
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Evaluation of Advising	<p>Greg Feeney, Bonnie Nicholson, Sandy Carey, and Dave Hellmich met earlier in the day to discuss the transition from the traditional pencil/paper advising evaluations to online advising evaluations. All faculty concerns have been considered in the decision to hold off on the implementation of the online advising tool for fall 2010. Academics will be moving to the online evaluation tool in the very near future.</p>																			
Adjournment	Meeting was adjourned at 3:15 p.m.																			
Next meeting	Tuesday, September 21, 2010 - Cooper (room 210)																			