Academics Leadership Team Meeting Minutes

Date:September 28, 2010Facilitator:Greg FeeneyTime:2:00 – 3:50 p.m.Recorder:Vicki Wilson

Present: Marty Baxter, Sandy Carey, Greg Feeney, Dave Hellmich, Debbie Holt, Charles James, Jenny Jones, Diana Martin, Karen Mayo,

Mike McMillen, Bonnie Nicholson, Vicki Partin, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth

Agenda/Issue	Discussion	Action
ALT Minutes (9-16-10)	Minutes were not included with agenda. They will be presented at the next ALT	Dave will include the 9/16
	meeting for approval.	minutes with next agenda
Essential Agenda	Smoking on Cooper Campus – Debbie	
Items	Computer Labs - Debbie	
	Division level Promotion & Tenure –Vicki P.	
College Standing	Vicki W. reported some faculty were concerned because the college committee on	ADs will remind
Committees Meetings	which they were serving had not yet had an initial meeting for the semester.	chairs/conveners to call
		initial meetings.
	Vicki P. noted one member of a college committee could never attend the committee	Vicki P. will request her
	meetings because they were held during the time the faculty member was teaching a	division rep to take it to
	class. It was discussed that the Faculty Council needs to get involved in this.	faculty council .
Update on Course	Ben reported that the BCTC course descriptions were now on-line, with a copy also	ADs will discuss the
Descriptions	on the "S" drive. Ben noted that our on-line course descriptions duplicate the KCTCS	duplication issue with
	description and questioned the value of having a "BCTC only" list of courses. An	Coordinators and gather
	ensuing discussion noted pros and cons of such duplication	feedback.
Update Policies	Sandy distributed two policies for our review and updates: <i>Policy for Offering a</i>	ADs will review the three
	Selected Topics Course and Considerations for Promotion to Associate Professor.	documents and send Sandy
	Sandy will also send an electronic version of this two polices, as well as the policy for	any updates and
	Considerations for Promotion to Professor for us to review.	corrections.
	Following a lengthy discussion regarding "Leadership" roles, it was decided that	
	merely serving on the College level P & T committee would not be considered	
	"Leadership," but chairing the committee would.	
Pay Date for Adjuncts	Diana was concerned with how long adjuncts had to wait to receive their first	ADs and Coordinators need

	paycheck each semester. After a discussion of the KCTCS policy of paying in arrears, it was concluded that nothing could be done to remedy this problem.	to be sure adjuncts are told in advance of this policy.
Faculty Hires	Dave will send an update out on the ranking ADs were asked to make of the requested positions that did not make the "top twenty."	
	Diana had some concerns after our meeting to rank the new faculty requests. She questioned when we need to let potential retirements influence our ranking. She also would like more information concerning the faculty positions: how many students would be served by a given position; how many jobs are waiting for the students who will be served; how healthy are the programs/areas in need of faculty.	
Mailboxes	Diana reported this issue was resolved.	
Work Climate Survey	Vicki P. indicated her faculty believed "Academics doesn't care about the feelings of the faculty" since the Work Climate Survey Dr. Julian commented on recently had not been an agenda item at an ALT meeting. It was noted that while "Work Climate Survey" was never an agenda item, most concerns that affect the current climate are discussed routinely at ALT.	
Educational Leadership List	Vicki P. was able to address this issue with an earlier item.	
Site-Core training for Coordinators	Ben needs the names of those faculty members responsible for maintaining the Web pages for each division. Connie Rine will provide the training for those folks.	ADs send Ben the names.
ALT Workgroups/ ALT Initiatives	 Advising: Workshops have been planned, looking to offer some at convenient time on the Oct. 22 division meeting date; forward topic requests to Ben. New Program Assessment: Bonnie reported that group has been active and will generate a report that proposes new programs and certificates that have a high demand and good income potential. 	ADs send topic ideas to Ben
	 Course Scheduling Conflicts to Avoid: Vicki P. said few have been forwarded to her, please notify her if you are aware of more. ALT meetings with SDEM Group: Group meets every other week on Thursday. 15 items still on their list from last year. Financial Aid was a recent topic. James Chambers will attend next meeting. 	ADs send scheduling conflicts to avoid to Vicki P. Contact Sandy if you want
	 Center for Excellence in Teaching & Learning: Sandy reports this group is ready to go after finding some good sites from other Community Colleges; 	to join group

anyone interested is invited to attend. Disruptive Students: Jenny met with James Chambers last Friday. He has training sessions planned for faculty for Nov. and Feb.; a WKU person will do training for staff in March. He also discussed security measures for Newtown Pike Building. If Work Group: Greg, Debbie, Ben are prepared to meet – waiting for IT to name three members IET Updates The Information Security Basic Training exam (replacement for "Responsible Use" exam) will be out in October. Dave asked ADs to take it ASAP in order to give feedback to the faculty in the divisions. Anyone not taking the exam will lose email access. Health Insurance Open Enrollment: all covered by KCTCS benefits must reenroll again this year. Regional campus directors want to offer Saturday classes as early as Jan. Faculty IDs: KCTCS does not support this; it will need to be a local initiative. Deb Cox and Vicki P. will be part of a Quick Action Committee to work on this. College Wide Meeting dates: this will occur on the fifth Fridays of the month; Friday, Oct. 29 is scheduled for college-wide professional development. Essential Agenda Items Smoking on Cooper Campus: there is increased smoking near doors. Promotion & Tenure Division Committees – Vicki P. would like to have people willing to review a promotion package outside their division for additional feedback before it goes to the college committee; forward names to Ruth Simms (chair). In addition, ALT was in support of the updated Promotion Review Notebook Checklist and requested it be included in the notebooks. Mike invited all to visit the horse training program on Paris Pike – Barn 30, between 7:00 and 7:30 on MWF mornings. Next Meetings Tuesday, October 12, Regency Campus 201 (regular meeting)			T
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Adjournment The meeting adjourned at 3:50 p.m.	Adjournment		