

ACADEMICS LEADERSHIP TEAM

Date: 10/12/10 **Time:** 2:00 p.m. – 4:00 p.m.

Facilitator: Marty Baxter **Recorder:** Rebecca Simms
Location: Regency Campus

Present: Dave Hellmich, Karen Mayo, Jenny Jones, Tammy Liles, Vicki Partin, Bonnie Nicholson; Mike McMillen; Diana Martin, Ben Worth, Greg Feeney, Paul Turner, Charles James, Vicki Wilson **Absent:** Debbie Holt and Sandy Carey

Agenda Item	Discussion	Action
Essential Agenda Additions	Vicki Partin - Faculty id's; Ben Worth – Textbooks; Paul Turner – picking up evaluations from regional campuses	
Does Anyone Really Know What Time It Is?	Dave mentioned that the issue of replacing existing clocks at BCTC campus buildings with atomic clocks was discussed at Faculty Council and LET. The cost to replace our existing clocks with atomic clocks is \$25,000. He suggested that we consider removing all clocks where they are problematic since most students, faculty and staff have cell phones and/or other personal electronic devices that are more commonly used to tell time. Discussion of this issue by ALT included the following remarks: makes sense - - not worth cost to replace; clocks are needed science labs so this division would support new clocks in their classrooms; each division can decide whether clocks are needed in classrooms they “own”; research needs to be conducted to determine if clocks could be purchased at lower rate since \$25,000 seems pricey.	Dave will check with Mike Ball to further investigate costs for clocks.
Scantron Sheets	Dave mentioned that Tri brought this issue up at LET. Evidently, the Regional campus students have difficulty purchasing Scantron sheets since the bookstores are not readily available. Divisions used to purchase sheets and provide to instructors, but many have discontinued this practice due to budget cuts and the costs. Have AD's seen this as an issue? Most indicated that it was not an issue. A suggestion was made to have instructors use Blackboard tests instead of requiring Scantron sheets but this was not supported as a viable solution since all students would not have access to Blackboard unless they were enrolled in a course that required Blackboard access..	ALT members indicated that this is not an issue, so no action was needed.
Faculty Credentials	Dave indicated that there was a backlog of faculty credential files that needed to be review and approved. Kim York recently sent email about with files that need further action so ALT members need to ensure that these files are reviewed and approved as soon as possible since faculty will not be allowed to teach next semester if their file is not complete.	Remind appropriate division personnel to check faculty files.
Update on Full-Time Positions	Dave thanked everyone for providing info on budget requests for full-time positions. He indicated that Cosmetology ranked #9 but after speaking with Bonnie and Mike, a decision was made to hire a FT temp instead of PT faculty since that program has moved to Selective Admissions. With that in mind, this position is being moved down the Academics budget priority list.	The Cosmetology faculty position will be moved down the Academics budget priority list.
New Employee Orientation	BCTC is bringing back the New Employee Orientation. The first one will be held on Friday, Oct. 22 nd from 9 am until 12 pm in the Board Room on Leestown campus. Please encourage all new employees to attend if at all possible. A point was made that this orientation is being held during the same day as monthly division meetings so many will not be able to attend the	Dave will email the agenda for the New Employee Orientation to ALT members.

	entire time. In the future, it would be helpful if orientation was not held on the same day as division meetings.	
Leestown Campus Room Discussion	Dave requested that interested ALT members meet to discuss room allocations at Leestown campus. Main issues are related to the use of gen ed classroom space in the Manufacturing building. Since several divisions use these classrooms, it would be good to walk the building and identify the best room for each class and determine if other rooms are more appropriate. The meeting will be held after ALT (4 pm) on Oct. 19 th at Leestown campus. The ALT meeting for that day will be switched from Cooper to Leestown and the Oct 26 th meeting will be held at Cooper instead.	The Leestown Campus Room Discussion meeting will be held on Oct. 19 th at 4 pm on Leestown campus. The meeting location for the Oct. 19 th ALT meeting will be held at Leestown campus and the Oct. 26 th ALT meeting will be held at Cooper campus.
Timeline for Info Security Training	A discussion was held about the recent KCTCS email about mandatory the Computer Security Training which had a narrow timeline for employees to complete. One issue was related to new adjuncts that may not be able to complete this training since they are not informed when their email accounts have been set-up thus may not have access to the KCTCS email and their password to access this training. This will be problematic if KCTCS follows through and blocks email access to faculty and staff who don't complete the training by the deadline. Dave indicated that this was a KCTCS mandate, not a BCTC mandate and it did have obstacles that inhibit easy use. Discussion as to whether email access will definitely be blocked or whether the President will be sent of list of those who did not comply and complete the training, and be given additional opportunity to complete. The question of whether the certificate needed to be printed upon completion of training and presented to supervisor was discussed. Since an online record was being kept on the training website, this may not be necessary unless as backup. Vicki Partin sent an email out to ALT members providing details of how to request a new password to access this training if faculty and staff have deleted the original email with this info. It was suggested that someone in administration send out email reminder about this to all faculty and staff.	Dave will pass these questions and issues along to Ren Bates. Dave will send email reminder about the deadline to complete the Computer Security Training to ALT, who can forward to faculty and staff in their divisions.
Evaluation of Instruction	Vicki Wilson pointed out that she was unaware of the process of evaluation of instruction and discussed with Kim York. For faculty who are being evaluated this year, Kim needs to know if they want to have online or face-to-face evaluations by Oct. 18 th . Discussion as to whether all ALT members understood this process was discussed. Most indicated that they were not aware of the required procedures. There has been frustration over this process being developed without ALT involvement. Dave indicated that there are several issues related to this: 1)For faculty who request to be evaluated in an off year, they would need to indicate to their AD if they wanted to be evaluated online or face-to-face. This info would be relayed to Kim York and faculty would not be able to change this mode of evaluation later in the semester. 2) Kim York indicated that if it is a mandatory year for faculty to be evaluated, then they simply need to indicate if they want to be evaluated online or face-to-face. 3) What is happening this year needs to be decided. It was discussed whether this was the AD's responsibility or the Division Manager. If it is the AD's responsibility, then they need a reminder at beginning of year to do this. Concerns as to whether the evaluation of instruction	Dave will talk with Kim to confirm the current process and relay this back to ALT.

	is automatically defaulted to the online version if no choice is made by the instructor was discussed. Some divisions have already received paper copies.	
ALT Workgroup Updates:	<p>New Program Assessment Workgroup – Bonnie indicated that this group will meet again on Friday and an update will be provided after that meeting.</p> <p>Honors Program Workgroup – Vicki Wilson said the workgroup will meet with Diana to further discuss the details related to this.</p> <p>Distance Learning Workgroup – Ben requested that ALT members send any concerns with online advising to him; he sent email out yesterday with link for trainings; some ALT members are receiving frequent invites to this and Ben will check on the reason for this.</p> <p>IT Workgroup - Greg indicated that this group has met and will have a new process for management of work orders. This will likely be available by next spring and will help to manage flow and processing of IT work orders. Info on this should be sent to everyone by the end of the month. Greg encouraged anyone who is still having issues in their computer labs to email Debby Holt and cc him on the email. The next workgroup meeting is one week from today.</p>	Email Debby Holt and cc Greg Feeney if you continue to have issues with IT work orders not being completed in your computer labs.
Academic Council	<p>Dave – the KCTCS Academic Council comprised of CAO's of KCTCS colleges met at Paducah last week. The importance of raises was discussed. The group considered taking a political position on this due to its importance. Dave indicated that it was fascinating to hear the variety of responses from other CAO's, however, they will continue to discuss this issue. Transfer issues were discussed in this meeting by Michael Quillen. KCTCS is working with an organization that will archive all transfer courses on a website. This brought up how KCTCS institutions accept credit from other schools since it is not consistent between KCTCS colleges. If we are emphasizing to 4 year colleges that transfer should be consistent, then our KCTCS colleges should strive to do so as well. This issue will be discussed with the KCTCS curriculum committee so a system wide decision can be made related to this. The importance of individual colleges being able to make exceptions was discussed. Considerations related to this issue: 1) Developing a process that would move quickly and not get bogged down at system office; 2) Process that would relieve coordinators of responsibility; 3) Issues related to how we would handle courses that are not approved by all KCTCS colleges; 4) The speed of turnaround for course approval (A process to deal with outliers could be developed to enhance the speed at which these courses are evaluated). With this type of process, every college would be able to accept transfer credit but it would be division decision, not individual faculty decision. Currently we are committed to accept credit if it has already been accepted at other colleges.</p> <p>Academic Council Rules Comm. Meeting – has discussed removing Computer Fundamentals as requirement for degree. Issues related to transfer of this credit and making available space for other courses with technical program curriculum was part of the reason</p>	

	for this. Dave indicated that CAO committee may want to speak with Chair of Curriculum Committee to discuss further. No date set yet to discuss this - - waiting on further feedback.	
Additional items:	Vicki: Faculty ID's – committee has met twice and the plan is for ID's to be issued to faculty, staff, and adjuncts that want them for this year. Choice of photo or non-photo id will be available. Friday, Oct. 29 th all day meeting will be available for id's to be made. Long term issues: Should <i>all</i> faculty have ID's? Will we need ID's for access to areas of the college in the future? This will be helpful for adjuncts who teach in the evening and do not have ability to unlock doors without making request to security; Possibly include on ID the KCTCS logo and/or KY state employee logo since many discounts are given based on employment status in these systems. Let Vicki know if we think other items need to be on there.	Let Vicki know if we think other items need to be on ID's.
	Ben will provide advising workshop for Paul's division. Other online trainings are available on 14 th and 20 th but would like to know if any other training is necessary. Additional requests were made for other divisions. Ben will send email to that effect. Dave applauded Ben for providing this training - - resounding applause from all. Bookstore indicated that they cannot see escrowed courses and do not know to request book order for that. A question was posed of why the bookstore would need to know the courses are escrowed if they may not open? Answer was that they need to know for book orders purchases, even if course isn't made available, so add bookstore personnel as cc on email request. Ben has sent out list to ALT of Coordinators to be trained on maintaining web pages. Loren needs primary and secondary contact, so first one Ben listed is primary and second one is secondary.	Ben will send email announcing additional online advising trainings.
	Paul – at Leestown we have wooden box for advising evaluation forms and evaluation of instruction forms to be deposited into. However, there is nothing like this at Danville. Is there a more effective way to collect these evaluations? ALTL suggestions: Many faculty holding their own evaluations and then turn in to appropriate person; Many are turned in after the deadline since this no formal process is in place at regional campuses; Paper box does not allow evaluations to be locked up. Can we get box for these campuses? How can we do at Danville? Other AD's have had same problem. Dave pointed out that if anyone can identify an appropriate box to store these evaluations in, we can purchase and place on campuses. Just work with Directors at regional campuses to make sure that they are set-up and evaluations delivered. Bonnie will talk with Laura Lynch from Lawrenceburg campus to see about the possibility of building boxes for regional campuses. If she cannot, we will purchase. VP will ensure supplies are provided at no cost to program.	Bonnie will talk with Laura Lynch from Lawrenceburg campus to explore the possibility of building boxes to store evaluations for regional campuses. If she cannot, BCTC Academics will purchase.
	Next meeting will be on October 19 th at Leestown campus.	