

ACADEMICS LEADERSHIP TEAM

Date: 11/02/2010 **Time:** 2:00 p.m. – 4:05 p.m.
Location: Cooper Campus

Facilitator: Bonnie Nicholson **Recorder:** Marty Baxter
Guests: President Augusta Julian

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

Agenda Item	Discussion	Action
Chat with Dr. Julian	<p>Tenure Policy: Dr. Julian discussed the two proposals for our Tenure Policy. The DRAFT proposal going forward on Friday November 5th to FC is “The determination of whether a position is tenure-eligible will be made by the college president with input from college and academic leadership considering the following criteria.” <i>The college’s contingency funds and required reserves are fully funded.</i></p> <ul style="list-style-type: none"> • <i>Carry-forward funds for current year are in excess of 5% of the operational budget.</i> • <i>College enrollment is stable or increasing.</i> • <i>No hiring freeze or general limitations on hiring are in place.</i> • <i>Positions lost due to budget cuts in 2007-08-09 have been evaluated and either re-filled or re-defined as positions to accomplish duties identified.</i> • <i>No reduction in funding is anticipated in the coming year in state allocations or in tuition and fees.</i> • <i>68% of faculty have tenure status and 85% of faculty fall into continuing status/tenure category (adjunct are not reflected in these numbers).</i> • <i>Five of the seven faculty hired who were not considered for tenure track before have submitted paperwork to tenure-track contracts.</i> • <i>New positions recently approved will fall under the new policy.</i> <p>Financial News:</p> <ul style="list-style-type: none"> • <i>Raises for next year have not been determined. We have 9M carry forward. Filling vacant/new positions will be the priority.</i> <p>New Positions: Two or three financial aid/admissions, Three faculty for January and three (tentative) for August 2011, IT specialist, custodial position(s), a new communications center director has started for a total of approximately 15 positions.</p> <p>New building: Concerns were brought up regarding cuts in the size of the new building classrooms and offices. The entire size of the building has been reduced due to budget.</p> <p>Capital Campaign: Will be launched at the beginning of the new year.</p>	
Minutes approved	After removing Tammy Liles from the “members present” list and then approved	

Essential Agenda Additions	Vicki Partin – student evaluation of Instruction Mike McMillen – Perkins Paul Turner – updated IT user exam list Tammy Liles – printer purchases	
Thanks to M&O	Secure wooden confidential boxes have been placed in all the divisions for the office managers and soon to include Danville and Winchester.	
Location of Summer 2011 Classes	<i>Jenny</i> reported that there were no gen ed summer classes at Regency last summer. Can those courses be held at Regency? <i>Bonnie</i> suggested moving the Regency classes to Leestown but that would be an issue for IT to load software on those computers. <i>Dave</i> suggested we schedule the MIT & OST courses in blocks (during the summer) to allow time for students to commute to another campus if necessary for Gen Ed courses.	Plan courses at Regency in blocks so that students would have time to commute to another campus for gen ed courses
Course Schedule Creation Best Practices	Course schedules “Best Practices” should create a schedule that works best for students and faculty. The language should reflect that while faculty preferences will be considered they are not guaranteed. We may need to shift faculty to a schedule that works best for the schedule and for students. <i>Vicki P.</i> suggested we also look at the number of in-person vs. online courses as to how they are filled so that students don’t feel forced into an online course due to faculty preference of wanting to teach online.	Change language from “draft or drafting to create or creating”. Course schedule creation best practices were approved after revision of language. ADs should talk to program coordinators regarding these best practices.
Reminder of Protocol for Full-Time Faculty 100% Online Teaching Load	ALT reiterated that a full-time faculty may teach all of his/her instructional load on-line (if needed). It is decided upon between the faculty member and the AD and then the AD will discuss with the Dean of that area. The instructor will still hold a minimum of five in-person office hours. <i>Debbie</i> commented that the faculty member should present a proposal to teach all online and reviewed each year. <i>Jenny</i> commented that the in-person office hours keep the faculty member connected and involved with the college.	
Offices for Full-time with Heavy Online Teaching Loads	<i>Dave</i> put back on the table to think about full time faculty offices that are barely being used due to online teaching. We need to consider establishing criteria for office usage. <i>Sandy</i> commented that we stay away from “office usage monitoring”.	ADs need to think about this topic and bring back next week for discussion.
Fall 2011 “Course schedule Priorities”	<i>Dave</i> explained the handout regarding developmental students taking bi-term courses; 1/3 of the developmental students failed these bi-term courses. There are no data to compare how these same students perform in a full term developmental course. <i>Dave</i> suggested dropping the cap on these courses. <i>Vicki P.</i> mentioned students were more successful with four-day developmental courses. <i>Bonnie</i> suggested we change the model. <i>Ben</i> suggested we change the curriculum for these courses and possibly create a developmental Institute and look at changes in the bi-term courses. <i>Rebecca</i> suggested we look at new models for developmental courses and define the purpose of Fall II and Spring II. <i>Diana</i> and <i>Vicki P.</i> suggested keeping the higher level developmental courses in place (MA 108). We will keep the combo courses in place. <i>Sandy</i> commented that the bi-term was created for lack of space and to low enrollment. <i>Dave</i> commented that this is only developmental and Gen Ed courses,	Wait to decide for two weeks. Bring back next week to have preliminary recommendations to send to student services meeting a week from Thursday.

	not technical courses. Dave asked, do we need to keep these bi-term courses at 8 weeks? Would 9 or 10 weeks work? <i>Debbie</i> stated bi-term is more expensive for administration as well. <i>Sandy</i> suggested that we don't look at an "all or nothing" position and that maybe online has reduced the need for as many bi-term courses. Concerns are directed toward lack of student success in the bi-term courses and <i>Dave</i> suggested possibly developing a streamline core of appropriate courses. ADs need to discuss with coordinators and bring back next week. We are still committed to the weekend college schedule.	
Draft Part-time Faculty Survey	In order to show support for part-time and adjunct faculty <i>Greg</i> explained the draft survey he developed. It will be online. A link to Zoomerang will be sent to them. It is similar to climate survey. Possibly send it to previously employed adjunct.	E-mail suggestions to Greg Talk to coordinators about the survey and getting e-mails from them.
Workgroup reports	Vicki P. Workload workgroup met prior to the ALT meeting to discuss the paying of adjuncts in science labs (and other difficult to staff labs) per contact hour vs. pay per credit hour. Possibly to increase to 1.5 X the credit hour for the lab portion. This group will meet again soon for further discussion. Debbie reported James Chambers met with the SDEM Workgroup and discussed topics he is involved in. She suggested we have James attend an ALT meeting to update the group.	
ALT Initiatives	<i>Diana</i> reported on developing support for coordinators. She has spoken with rep from Raritan Community College where they have 12 month Deans. They do the scheduling with faculty and registrar's office. Each area decides what to do with adjuncts.	
LET	<i>Dave</i> asked for recommendations for AD search committees for MIT and ADN. New Horizons nominees 2 from Academics support staff. Nancy Dreher still needs a nominee for administrative support staff. Graduation Committee has recommended that graduation be held Saturday May 14 th at 5 pm in Frankfort.	
Essential Agenda Item	<i>Vicki P.</i> commented that there are concerns with evaluation packets coming out and no info sheet on how to fill them out. <i>Diana</i> (after being interrupted) asked if there is a policy on a student enrolled in their parent's course. <i>Dave</i> commented it is not appropriate but suggested talking to the AD, Dean and VP if this were to arise. <i>Diana</i> also asked if we evaluated overloads and the answer is yes. <i>Mike-Perkins</i> - 22K to reallocate. The ALT group approved CHLSS request for equipment. <i>Paul</i> -asked for a new IT user exam list. <i>Dave</i> commented that the system has removed the cut-off date <i>Tammy</i> -printers for 305. It was stated that it is a shared cost on communal printers. There may be changes ahead regarding printer leasing.	Dave will contact Kim regarding the instructions on filling out the forms. Dave has asked and will ask again for an updated list
Next ALT Meeting	November 9 th at the Cooper Campus @ 2 pm. Meeting adjourned @ 4:05 pm	