

**ACADEMICS LEADERSHIP TEAM**

**Date:** 11/30/2010    **Time:** 1:30 p.m. – 3:30 p.m.  
**Location:** Cooper Campus

**Facilitator:** Ben Worth    **Recorder:** Charles James  
**Guests:** James Hogan, Lauren Zink, James Chambers, Lisa Bell

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

Agenda Item	Discussion	Action
<b>End of Semester Potluck</b>	Copious amounts of delicious food and unfortunately non-alcoholic beverages were consumed.	
<b>Guests:</b>	<p><b>James Hogan &amp; Lauren Zink:</b> Discussion and "show &amp; tell" concerning the new "Late Registration" Database." All members of ALT will have Administrative rights and there is the ability to create custom queries. A handout on accessing, using, and running reports was given out. Questions should be forwarded to James Hogan at 56568 or email to james.hogan@kctcs.edu. If you do not have the correct access to the shared database folder or need to update the database, a request may be submitted at <a href="http://www.bluegrass.kctcs.edu/ITS/Technical_Support.aspx">http://www.bluegrass.kctcs.edu/ITS/Technical_Support.aspx</a>.</p> <p><b>James Chambers:</b> James described his role and services that are provided concerning disruptive student behavior and the responsibilities of his new position as Asst. Vice President for Students Rights and Responsibilities. His areas include Disability Support, the new V.A. Support Services, and Non-Academic related student issues. James discussed the Disruptive Student Report Form which is located under Faculty Staff/ITES link. This form can be filled out and forwarded online by faculty or staff if warranted. James said he would respond within 24 hours. James stated that general protocol for situations of less severity would usually begin with the faculty or staff speaking with the student, referral to the Dept. Chair, and lastly filing a Disruptive Student Report. James typically handles violations of student conduct. James has a faculty advisory that includes Jenny Jones, Jake Gibbs and others which meet monthly. There are plans to offer workshops next semester for faculty and staff on deescalating problems with disruptive students. It was suggested by ALT that an emergency phone number should be widely posted especially in each classroom and workspace. Lisa Bell said that there is some planning in process for using BCTC money generated by the security fee to purchase camera/surveillance equipment both inside and outside campus facilities as well as other safety initiatives that are ongoing. Sandy Carey said she would forward to ALT members additional information she had on handling disruptive students. It was noted that approximately 25 reports had been submitted this year and many were from our non-traditional student population.</p> <p><b>Lisa Bell:</b> Stated that she had no report or agenda but was there to answer any questions or concerns we had. Her stated main focus was to improve customer service from her area. She also stated that Bonnie, Paul, and Jenny met as a workgroup with her regularly. Discussion</p>	

	<p>included the unfairness to our priority registered students of having two drop dates, whether or not this was cost or personnel efficient, and what it did to cause ill will among our students. Lisa said the policy began 2009 in order to open up seats for paying students and eliminating those who had not paid so that the drop would allow students trying to late register and get into classes. Using the Dept. of Revenue as a collection agent for non-payment could help in the institution re-coup some of the losses incurred but would not open up spaces for students in a timely manner. It was also noted that if students made a good faith effort by even making a small payment towards their tuition priority the first early drop date, they would not lose their class schedule. V. Partin also asked if it was possible through PeopleSoft to identify and drop/purge those students from a class they had pre-registered for but failed the current semester prerequisite class that they were taking which would then make them ineligible for that class. This was seen as a significant number of students in math classes where there is a demand for spaces. Lisa thought that this might be a possibility and was willing to investigate it. There was also some concern that there were problems getting timely responses from HR to phone and e-mail messages on critical, time sensitive issues. It was suggested that it may be best to contact the HR staff member at the Cooper reception desk if something is needed quickly because there may be times that others may be pulled away to do training or other work related assignments.</p>	
<b>Approval of Minutes</b>	The minutes of the November 23, 2010 ALT meeting were approved after noting that Mary Baxter should be amended to read Marty Baxter in the first agenda item; Minutes-Action.	.
<b>Essential Agenda Additions</b>	<b>Vicki Partin</b> – Advising after finals. <b>Sandy Carey</b> - Advising debrief. <b>Tammy Liles</b> - Website question. (See Additions Below)	(See details in the minutes below)
<b>Weather Syllabus Language: Update</b>	<p>Corrections and changes for clarity were made and the following statement was approved for inclusion on all syllabi. Ben also suggested that it should be included on all class Blackboard sites. Dave will send out to everyone.</p> <p><b>Weather or Emergency Closing Information</b> Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are <b>delayed</b>, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages. (As revised)</p>	Statement Approved as Revised
<b>Advising Database Training- G. Feeney</b>	<b>Refer to above:</b> James Hogan & Lauren Zink Presentation	
<b>PD on PPE- V. Wilson</b>	Vicki asked about the practice by some of her faculty listing on their PPE's "professional readings of journals and books" as professional development. Consensus was that while it may be valued, reviewers would not have the same "respect" for it since it is not directly verifiable. It was also characterized by some in ALT as an expectation and that it could/would	

	certainly be problematic and possibly detrimental if it were all that was listed for professional development.	
<b>ITS Support for Live Meetings: B. Worth, G. Feeney</b>	Live Meeting Support is available at all campuses as well as support for Wimba Classroom in Blackboard. Anyone who plans to be a leader of a Live Meeting may wish to get training which is available from Connie Rine. It was also announced that there is discussion of setting up 210 OB with dedicated equipment.	
<b>Advisor Track Update: B. Worth</b>	Ben discussed the ability to capture KCTCS transfer major information. He also stated that Advisor Track has features that will allow assignment of advisors by campus locations and the ability for students to schedule advising appointments online in lieu of or in addition to being able to sign up at faculty offices. There are also file sharing capabilities that allows information to be shared by those working with a student. The plan is for implementation for Fall priority registration.	
<b>Ongoing Items</b>	<p><b>ALT Workgroups:</b></p> <p><b>Workload Workgroup-</b> Information was provided to Dave concerning courses taught by adjuncts, contact vs. credit hour and pay based on contact hours for Spring. There was some concern by Dr. Julian over differences across disciplines. An equity decision was made for those teaching labs in Natural Sciences allowing them be paid by contact hour.</p> <p><b>Student Affairs Workgroup-</b> Workgroup will meet Dec. 9<sup>th</sup>.</p> <p><b>Budget and Finance Workgroup-</b> Workgroup will meet Thursday, Dec. 2<sup>nd</sup>.</p> <p><b>Academic Council-</b> No Report</p> <p><b>ALT Initiatives:</b> No Reports</p> <p><b>LET-</b></p> <ul style="list-style-type: none"> <li>• Innovation Grants- Dave asked that those who submitted an Innovation Grant proposal should also forward it to Deb Cox.</li> <li>• Equipment and Operating Budgets(Non-Recurring)- Kim York will send AD's information concerning allocations and chart strings this week. Equipment repair and furniture requests will be asked for in the near future.</li> <li>• Adjunct Survey- 65 responses have been received so far. Please encourage adjuncts to fill out the survey which should be available through December.</li> <li>• Surveys- Academics now has a license for Zoomerang Premier. Contact Kim York for the login and password information.</li> <li>• Staff Job Descriptions- AD's were asked to collect and send to Dave electronically all staff job descriptions and JAQ information. Word documents please.</li> </ul>	

<b>Additions (Essential Items)</b>	<p><b>Vicki Partin</b> – Advising after finals: Vicki has been asked by some of her faculty if it was ok to advise students after finals. Consensus was that it could be done but probably should not be encouraged and definitely time should not be traded out to lessen commitment to pit advising scheduling.</p> <p><b>Sandy Carey</b>- Advising debrief: Suggested that we have Lucinda White come to an ALT meeting and debrief us on advising issues and processes much like what we do with the P&amp;T Committee Chair. Also may want to forward info/recommendations from this to the Advising Steering Committee. Ben also reminded AD's that there is still a need for additional online advisors.</p> <p><b>Tammy Liles</b>- Website question/concern: The banner on our BCTC Webpage needs to clarify closing dates. Thursday and Friday closings are listed but there is lack of clarity for students who have weekend labs. This needs to be addressed in future institutional closing information.</p>	
<b>ALT Calendar</b>	<p>Reminder: Sabbatical leave requests are to Asst. Deans by Friday, Dec. 3<sup>rd</sup>.</p>	
<b>Next ALT Meetings</b>	<p><b>Special Meeting</b>- Coordinator Duties and Support: December 2<sup>nd</sup>, 2:00-4:00, Leestown Campus Boardroom</p> <p><b>Regular Meeting</b>- December 7<sup>th</sup>, 2:00-4:00, Leestown Campus Boardroom; Facilitator (Charles James) &amp; Recorder (Ben Worth)</p>	
<b>Adjourned</b>	<p>3:30 p.m.</p>	