ACADEMICS LEADERSHIP TEAM

Date: 12/7/2010 Time: 2:00 p.m. – 3:30 p.m. Facilitator: Charles James Recorder: Ben Worth

Location: Leestown Campus

Present: Greg Feeney, Sandy Carey, Vicki Wilson, Karen Mayo, Vicki Partin, Paul Turner, Bonnie Nicholson, Debbie Holt, Mike McMillen, Tammy Liles, Marty

Baxter, Rebecca Simms, Diana Martin, Jenny Jones, Ben Worth, Charles James

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Agenda Item	Discussion	Action
ALT Minutes 11-30	None	Minutes were approved
Essential Agenda Items	Appointment Plus, Advising (Vicki Partin); Advising, Syllabus Checklist (Vicki W.); A Secret (Diana Martin)	
Academic Calendar Withdrawal Date Language	May language on the withdrawal date in the calendar be clarified; viz. what does "instructor's discretion" really mean? Some students may interpret this to mean that they may withdraw after midterm.	Send this to the ALT-SDEM workgroup for discussion.
Statement of Support for LRC	Vicki W. expressed concern about how the reduced library hours for the Cooper Campus will diminish the academic health and academic integrity of the college. Others (Diana, Vicki P., Karen, Greg F.) recognized the hardships imposed by the reduced hours. Vicki W. asked for assistance drafting a statement from ALT to senior administration. Greg noted that the wording should include the lack of service on campuses other than Cooper. Diana volunteered to help draft a proposal.	Vicki W. et al. will draft a proposal. Any wishing to help draft language should contact Vicky W. Jenny will ask the Budget/Finance-ALT workgroup to address this as well.
Hybrid Course Offerings	In a follow up to an email sent to ALT earlier in the week, Ben offered some discussion of hybrid courses: let's do more to explain the function of hybrid courses and coordinate offerings. Discussion ensued. Members noted the importance of emphasizing the computer skills and individual initiative required of students who enroll in these classes. Sandy noted the need for an IR request to examine student success in these classes.	Ben will draft language defining hybrid courses and will generate a list of hybrid offerings for the Web site. In the new year, he will invite ADs from divisions that offer hybrid courses to meet to fine tune the schedule.
ALT Workgroup Updates	There were no updates.	
ALT Initiatives: Teaching and Learning Center	Sandy provided an overview to her workgroup's proposal for a Teaching and Learning Center. She distributed a handout listing the job description of and an application for a director who, if approved, would receive a one course reassignment. Sandy notes that down the road, we could have a full time director for this position, but the proposal before ALT is but a transitional step. The discussion that followed emphasized the importance of this position to the college.	Please give Sandy feedback on her application.
ALT Calendar	Sabbatical applicants will be reviewed in the 1/11 meeting.	

Additions / Essential
Agenda Items

Appointment Plus (Vicki Partin). Vicki noted a number of problems with Appointment Plus, the appointment software used by distance learning students to schedule proctored exams. Problems included: inoperative work stations, students not being given confirmation, more students arriving for exams than were scheduled and the need for IT support. Ben noted that Distance Learning has already planned a meeting to improve the Appointment Plus interface.

Ben will ask both ALT and the Distance Learning Advisory Committee to review the A+ interface once it is revised. Greg will put the need for IT support on the agenda for the ALT-ITS workgroup.

Advising (Vicki Partin). Vicki wants a paper schedule of classes. Discussion ensued about having at least a PDF schedule that was updated. Ben explained how distance learning does this with the District Locker for the open KCTCS online classes.

Debbie will take this to the ALT-SDEM workgroup

Clocks (Vicki Partin). Again, there is a problem with clocks with no batteries.

ALT asks Dave to please clarify the proposed clock remedies in the next meeting.

Advising (Vicki Wilson). Cooper faculty who conduct Pit Advising on Leestown will indeed be involved in the same activities as on Cooper: advising undecided general education students.

Syllabus Checklist (Vicki Wilson). The syllabus checklist is given to faculty members and is used by coordinators to check syllabi. The physical checklist itself is not put online. Some discussion ensued about whether the weather policy, which is required, should be merely recommended.

A Secret (Diana Martin). ALT is invited to the **Humanities Division party Thursday, 4-9** at Diana's house. Directions and an invite will be sent via email.

Academic Support (Diana Martin). Diana also shared some research about coordinator support. JCTC provides two office managers for each division--one for clerical support and one for to support the coordinators. She also cited a Santa Fe Community College Humanities and Foreign Language division that was separate from the English division and had a separate coordinator for regional campuses. Diana also felt that Thursday' discussion was a "drop in the bucket" and ALT needed to explore more radical changes to our "broken system". Diana encouraged other ALT members to explore models used at other CTCs. Bonnie wondered if BCTC wouldn't benefit from additional clerical staff.

PPEs for promotion candidates (Vicki Partin). Do we need to get a head start on this? Sandy C. notes that we need to wait until the advising evaluations are returned in the new year.