Academics Leadership Team Meeting Minutes

Date:March 27, 2012Facilitator:Debbie HoltTime:2:00 – 4:10 p.m.Recorder:Karen Mayo

Present: Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt, Charles James, Tammy Liles, Karen Mayo, Mike Franklin,

Vicki Wilson, Dave Hellmich, Rebecca Simms, Bonnie Nicholson, Ruth Simms, Paul Turner

Guest: Mike McMillen

Agenda/Issue	Discussion	Action
ALT Minutes	ALT minutes from 3/20/12 were presented.	ALT minutes were approved as distributed.
Essential Agenda Additions Advising-related Topics: Ben Worth, Greg Feeney	Tammy – Printing Action Team Sandy – Diana Vicki – Black Board Syllabi Rebecca – Dual Credit Ruth – Promotion Karen – Scheduling Coordinator Electronic Graduation Application: Ryan Kendrick is working on an electronic graduation application. ALT was supportive of this effort. Specialized Testing Services: In an effort to better coordinate the various specialized testing, Ben is creating a list of units of the college that offer testing services. Master Advisors for 2012-2013 Cindy Baker- Cooper Jean Jackson – Regional campuses (Danville, Lawrenceburg, and Winchester) Bob Biega - Leestown and Newtown Pike	
DSS Accommodations for Online Classes: Debbie Holt	Who is responsible for transcribing audio and providing needed support for disability students in online courses? ALT strongly agreed that the disability accommodations that DSS provides in the classroom should also be provided by DSS in the on-line environment.	Ben will follow up with Veronica about best practices in regard to accommodations for on line disability students.

Faculty/Staff Development Funds: Debbie Holt	ALT agreed that a faculty member may submit an application for the faculty/staff development funds (Perkins) up to the amount of the current guidelines (\$300.00) for tuition in specific situations.	Debbie will follow up with Morehead State University to explore why they are not offering a "teach out" for a program that has recently been eliminated.
Astra/Final Exam Week to Tuesday's ALT Agenda: Rebecca Simms	There are continued problems with Astra and room scheduling during final exams week.	Dave will follow up with Bruce Manley and report back to ALT.
Faculty Credential Verification Procedure: Dave Hellmich	Dave distributed the procedure for faculty credential verification. This was also distributed at the August ALT meeting. There is a change due to the new HR online application process. Applicants will be allowed to post electronic copies of their college transcripts, and then will be required to submit original copies if they are hired. The AD and Dean are responsible for determining if the credentials are sufficient.	AD's will discuss the faculty credential verification process with DOM's. Specifically, DOM's need to inform Luv of newly hired faculty.
Division Meeting Feedback: Dave Hellmich	Alternative Schedule - The majority of divisions reported that the proposed alternative schedule (45 minute break around lunch) was a good concept, but not a schedule that should be pursued at this time. SAP Syllabus Statement – The checklist at one time was controlled by faculty via Faculty Council approving changes. This has not been the case in recent years. Faculty is requesting guidance on what can be linked within the syllabus. Ben discussed the option of a pre-built syllabus in Black Board with links already established. Advising – Divisions continue to have conversations about advising, and several concerns were mentioned. A major concern is what does BCTC need to do to better service the students?	
ALT Workgroups Academics and SDEM Workgroup:	The SAP syllabus statement was approved as read. However, a few minor edits were needed. The program specific fact sheets related to job placement, employment outlook, salary, and other	Karen will send out the current version of the SAP statement.

Karen Mayo	essential information were discussed. ALT agreed that the needs of students are being met by Career Development and Counseling Services (CDCS), and no additional fact sheet is needed at this time.
Calendar Items:	Calendar:
Dave Hellmich	 5th Friday – March 30 – AD's should encourage faculty to attend this event. Carnegie Professor of the Year - Consider faculty that you would like to nominate and mentor through the application process. ALT will discuss this again next week. Chair Academy – ALT will sponsor one person to participate in the Chair Academy. This program requires a two year commitment. Summer AD's will be discussed next week. Let your Dean know if you are interested in working summer I and/or
	summer II.
	 Coordinator Orientation - April 20 Stop By; Get Started – April 20
LET: Dave Hellmich	 The KCTCS Barnes and Noble contract is up for bid, and the RFP is going out soon. Please make sure faculty is aware that if they are not going to the KCTCS New Horizons Conference, but have registered for meals, BCTC will be charged. BCTC will need to cut 1/2 million dollars from the current year budget in anticipation of the revenue cut for 2012-2013. Academics will need to cut \$201,500.00 from the budget this year. Dave will be working with Deans to secure \$64,637.61 from division budgets. AD's should be reviewing their budgets and discussing with their Dean how much they can give back toward this goal. Currently, retirements and/or replacements are still being approved. Two faculty positions are being filled, one in math and one in film.

Perkins: Mike McMillen	The following criterion was approved for PD request for Perkins funding.	
	Criteria for Perkins PD funding; Dean approval required— • Essential to continue program accreditation	
	Essential to program growth or viability	
	-Example: Required training for certification or recertification to teach in a program	
	-Example: Major industry changes that affect the program	
	Speaking at a conference in a program-specific field	
	Mike will look at divisions that have minimum needs and fully fund those needs. The remainder of the funds will be divided, as equally as possible, between the divisions. Mike will also send the list to IT for their feedback as to what items they will be purchasing with their Perkins dollars. Mike will communicate with AD's after he talks to IT. A final prioritized list will be submitted to ALT prior to next Tuesday. ALT will plan to approve the final list next Tuesday.	
Added Agenda Items	 Printing Action Team - Tammy attended the Printing Action Team meeting. Charge backs were a major topic of discussion. 	Dave will discuss the topic of "charge backs" at the next LET meeting.
	Update on Diana's husband	
	Ruth discussed the change in language on the KCTCS faculty expectations at each level of promotion. An updated copy of the language was distributed.	

	Dual Credit – "GO to College Event" - April 12, 5:30-7:30 Technical program participation was encouraged.
	Vicki – Black Board Syllabi (deferred until next meeting)
	Karen – Scheduling Coordinator (deferred until next meeting)
Adjournment	Meeting was adjourned at 4:10 p.m.
Next meeting	Tuesday, April 3 (Regency – Room 100)
	Facilitator: Charles James
	Recorder: Diana Martin