

Academics Leadership Team Meeting Minutes

Date: April 3, 2012 **Time:** 2:00 – 3:00 p.m.

Facilitator: Charles James **Recorder:** Sandy Carey

Present: Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt , Charles James , Tammy Liles , Karen Mayo, Mike Franklin , Vicki Wilson, Rebecca Simms, Bonnie Nicholson, Ruth Simms, Paul Turner

Agenda/Issue	Discussion	Action
ALT Minutes	ALT minutes from 3/27/12 were presented.	ALT minutes approved as edited.
Agenda Additions	Karen – Scheduling Coordinator Tammy – Evaluation	
Advising-related Topics	The email template for advisors was discussed. Wording suggestions to create clarity for of suggested actions for summer was discussed. Several suggestions were made for information that could be included.	Ben will edit and send out.
Saturday Classrooms	A faculty member reported that her assigned Saturday classroom was not unlocked this week (and it had not been the first week of classes); when the security number was called, the instructor got a voice mail response. After finding her own open classroom (and later being moved out of that room), the instructor received a text from security asking for her original room number. Needless to say, the classroom experience was not what it should have been without these time-consuming moves.	Greg Feeney will check into the situation. The College has a substitute security person since the indisposition of the designated security figure for Saturday. He will also check on the “on-call” system to be sure all are in the communication loop.
Carnegie Professor of the Year	Nominees were discussed, and two strong candidates were suggested. After checking their respective achievements against the criteria (and noting the short turn-around time), one was selected to be asked. The other possibility will be considered in the future.	The AD will ask the nominee to submit the required materials by the deadline.
Summer ADs	ADs were reminded to volunteer if they are willing to serve as summer ADs for Cooper (Leestown needs are accounted for).	Sandy will follow up with appropriate ADs.

Scheduling Coordinator	It was suggested that the scheduling coordinator may be offered additional re-assigned time to take a more “holistic” view of the schedule help ensure that student needs are being met as far as possible with the schedule offered at each campus.	All present will do their part in the scheduling process. This suggestion will be made at the “reassignment” meeting
Evaluation Comments	It was noted that the student comments on the present evaluation of instruction are illegible. Something need to be done (copying original sheets, modifying student directions, separate comment sheets) to ensure this very valuable part of the evaluations are legible.	Luv is contacting the evaluation company to see what can be done.
Chair Academy	ADs were reminded to nominate themselves to their respective dean if they are interested in the Chair Academy. All were reminded that both Karen Mayo and Jenny Jones can be contacted for information	Interested ADs need to contact their Dean.
Adjournment	Meeting was adjourned at 3:00 p.m.	
Next meeting	Tuesday, April 10 (Cooper 210) Facilitator: Sandy Carey Recorder: Charles James	