

Academics Leadership Team Meeting Minutes

Date: April 17, 2012 **Time:** 2:00 – 4:06 p.m.

Facilitator: Greg Feeney **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, Dave Hellmich **Guests:** Mike McMillen, Kelly Pendergrast, Jane Goatley

Agenda/Issue	Discussion	Action
Perkins Update	<p>Mike McMillen discussed the present Perkins plan and prioritized list. He added updates about payment for NOCTI tests as “industry approved” final assessments. Perkins approves charges for “creating” assessments, but payment for individual student tests is generally not allowable. The College does not want to expend limited equipment money on assessment. Much discussion of the topic ensued.</p> <p>Mike will be preparing more of the wording for the Perkins grant than usual; the College is likely to have a quick “turnaround” from the date we receive the final amount and the May 15th date the grant proposal is due.</p>	<p>Students will pay for their tests. All appropriate syllabi (capstone courses etc.) will indicate taking the test as a course requirement and will state the cost. Divisions need to work through the bookstore or student billing to establish a process for collecting testing fees.</p> <p>Dave will follow up with KCTCS on the “real” requirement for national testing as the only option for program assessment.</p> <p>Divisions need to re- prioritize \$40,000 chunks of their prioritized requests (Mike will resend latest list) so Mike can easily discern division preferences when the final amount of this year’s Perkins is received.</p>
ALT Minutes	ALT minutes from 4/10/12 were discussed.	ALT minutes approved as edited.
Agenda Additions	<p>Jenny – Coordinators Vicki – SAP Statement/ SP 2013 Schedule Karen – Printing Ruth – Web site links/ Question</p>	

Advising-related Topics	Ben's YouTube report was discussed. Ben was praised for innovation and not having naked children in his video presentation. Dramamine was discussed.	All ALT members with scheduling conflicts will be expected to provide YouTube updates.
College Strategic Plan/ APT Follow-up	Discussion of this year's Strategic Plan (as part of the 5-year Strategic Plan) led to observations on the connection (or lack thereof) between the elements of the Strategic Plan and budget allocations. Despite the limited budget of the whole College and the reduced state allocations to the College, there were several college expenditures that did not seem to reflect the approved elements of the Strategic Plan.	Dave reminded everyone that BCTC is an underfunded urban college and would likely remain so in the foreseeable future.
Course Innovation	Dave promoted hybrid courses as a viable innovation for many courses and students (not all, of course). Paired courses (like GEN 102 and RDG 030) are another innovation to look at. Much discussion focused on the need for faculty PD and adequate support to innovate. Quality, low-cost PD should be offered in the college as well as out.	ADs will promote sharing resources and expertise among faculty. ADs will also promote curricular innovation for the benefit of the students.
HR Training	Kelly Pendergrast and Jane Goatley joined the group for a quick training on the new online hiring system, presently in place. They answered several process questions. Additional training will be provided as available.	Jane will check with KCTCS to see if the applications in the previous system can be retrieved.
Web Content Managers	ADs were reminded that having identified Web Content Managers for each Academic Web page is an essential element in keeping all academic web pages current (and the deadline to do so has been extended).	ADs will send their lists of Content Managers to Barb Hoskins by April 30.
Coordinator Orientation	Coordinator Orientation will be held Friday, April 20, 9:00- 11:30 in OB 230. This Orientation is held on the Cooper Campus to encourage/ enable participation in Stop By, Get Started later that same day on the Cooper Campus.	All coordinators should plan to attend the entire meeting. General sessions will be followed by break-out sessions.
Significant Dates	May 3 APT Meeting and luncheon May 6 Graduation at the Kentucky Horse Park May 9 End of Year Celebration/ Recognition of Retirees/ Faculty Awards	All are encouraged to attend.

External Service Opportunity	Dave is coordinating a 5-th grade graduation luncheon for Arlington Elementary students at Malone's on May 24, and may need additional chaperones (who will eat as well).	Interested ADs chaperones need to contact Dave.
Change in ALT Schedule	The Promotion Post Mortem (PPM) will be incorporated in the scheduled April 24 ALT meeting at Regency Campus. The Thursday, April 26, meeting previously scheduled for the PPM will be used for scheduling rooms.	ALT members need to adjust calendars.
Coordinators	Two programs have been coordinated by others appointed from outside program/ areas for more than two years. Several alternatives were suggested as remedies. Whatever the solution, students should not be disadvantaged.	Dave will work with Dr. Julian to devise an appropriate "intervention."
SAP Statement/ Spring 2013 Room Scheduling	The SAP statement as posted on The Point should be included on all syllabi by Fall 2012. ALT will meet Thursday, April 26, for room scheduling for Spring 2013.	Dave will revise the Syllabus Checklist.
Announcement	Bonnie Nicholson announced that there will be a Retirement Reception for Bob Blake, who is retiring after more than 40 years of service. The reception will be on Thursday, May 3, from 1-5 p.m. in the Leestown Boardroom.	
Agenda Items Postponed	Both printing (Karen) and web site links/ question (Ruth) were postponed until the next meeting.	
Adjournment	Meeting was adjourned at 4:06 p.m.	
Next meeting	Tuesday, April 24 (Regency 100) Facilitator: Vicki Wilson Recorder: Paul Turner	