

Academics Leadership Team Meeting Minutes

Date: April 24, 2012 **Time:** 2:04 – 3:47 p.m. **Facilitator:** Vicki Wilson **Recorder:** Paul Turner

Present: Marty Baxter, Sandy Carey, Greg Feeney, Ben Worth, Debbie Holt , Charles James , Tammy Liles , Karen Mayo, Mike Franklin , Vicki Wilson, Rebecca Simms, Bonnie Nicholson, Ruth Simms, Paul Turner, Diana Martin, Jenny Jones **Guests:** None

Agenda/Issue	Discussion	Action
ALT Minutes	ALT minutes from 4/17/12 were presented.	ALT minutes approved as edited.
Essential Agenda Additions	Karen Mayo Carry over printing. Charges back to the division will begin next fall. Discussion ensued regarding how this was understood to a trial run to determine how many dollars might be added to department funds.	Printing will be put on the Agenda for next Tuesday, May 1 st .
	Tammy Liles Summer Deans	Information will be mailed out next week.
	Ruth Simms Web Links The committee has been working to identify links which do not work. Many links are not active.	Math will share their findings with all divisions.
	Debbie Holt Calendar for Division Meetings	It was requested that someone come up with a list of dates for division meetings.
Advising Related Topics	Ben Worth Today I sent out a reminder about summer I Late Registration sorted by people who have not signed up. Many of the regional campuses have not signed up traditionally and summer I is usually very light. I will try to get a revised list of people who have not signed up before they disappear. I will continue to	

	<p>work up the list between now and fall. We may not have enough spaces for gen-ed faculty to all serve at the same time.</p> <p>For fall the campus directors are responsibility for the advising which will take place on their campus. Folks on the regional campuses will have to sign up through their regional campus director.</p> <p>The advisor directory-All faculty who are going on Sabbatical will be removed from the advising list. The technical faculty will be assigned to the technical area they are in and backfilling may occur between other technical programs.</p> <p>There are a number of degrees which students can earn and complete all their classes online. In division meetings on Friday the distance learning committee member will speak about the new Blackboard training on Friday, May 4th.</p>	
<p>Promotion Post Mortem:</p>	<p>Ruth Simms</p> <p>There is attached a list of recommendations that came from the promotions committee for the past year.</p> <ul style="list-style-type: none"> • Phrases such as exceeding all categories should not be used. • Part of the category includes a section on continuous improvement. • There should be comments from the supervisor on the PPE which show improvement from year to year and recommendations for what needs to be improved in the coming year. This also needs to be addressed on next year's PPE. • Include less of they did this and that which is already been listed by the person under the Outcomes section. 	<p>Discussion ensued between members regarding asking for a breakdown of PPE rankings given in each individual division. Bonnie urged caution and a measured or considered approach in any changes of reporting.</p> <p>Discussion ensued regarding a possible solution.</p> <p>Dave will check with Luv Robertson to determine which DOM will be responsible to pick up evaluations from various drop boxes and secure them.</p>

	<ul style="list-style-type: none"> • The committee would like to be provided a breakdown in how many EEs, MEs, Ms, and NIs. • Individuals should use consistency in considering PPE percentage of effort from year to year. • ADs should follow a breakout approach in their evaluation of outcomes. Rather than a long run on paragraph it might be well to pull things out into individual sections which are easy to separate. • This year was a bad year for missing evaluations. Almost all applicants had a letter which indicated that there were missing evaluations. If half or more of the evaluations are missing the committee cannot adequately judge whether or not the quality is there. Evaluations were missing in some cases because it was a team taught course. • Adequate documentation should be included. Presently documentation is all over the board from very little to complete descriptions. Letters from faculty members in the division should be very descriptive. • Professional Development should have descriptions of activity. Encourage candidates to have someone outside the division to read the notebook. • Remind the faculty to do Peer Evaluations. There was consistently low numbers of Peer Reviews for many candidates. • The lack of leadership beyond the college resulted in denial of application for Professor candidates. 	<p>It was the consensus that we need a better policy about when evaluations should be done including start and end dates.</p> <p>Concern was expressed over problems with processing teacher evaluations. This led to a discussion of related challenges with personnel. After much discussion, the item was tabled for the next meeting's agenda.</p>
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<p>Student Evaluation Process:</p>	<p>Debbie Holt</p> <ul style="list-style-type: none"> • The decision of what evaluations to run off or what to not run off seemed to be arbitrarily made and a lot of paper was wasted. • Ben would like to see someone put in charge of running off student evaluations of instruction. • This time around some suggestions which pointed out were ignored for one reason or another. • Additional thought must be had regarding what this position entails. • Perhaps a Performance Improvement Plan should be recommended for the coming year. 	<p>This item will be continued as an Agenda item for the May 1st meeting.</p>
<p>Ongoing item(s) Update:</p>	<p>ALT Workgroups</p> <p>Ruth Simms</p> <p>The developmental education committee met the first time. When you are thinking about recommending someone for the developmental advising committee pay special attention to someone who will be appropriate to the task.</p> <p>We would like to see assigned advising to go beyond Reading 20 to include the Math 055 as well. The advisor who is assigned will stay with them until they move beyond the remedial education courses.</p> <p>The summer bridge program is a large initiative the committee is working on.</p>	

	ALT Initiatives	No reports
	<p>Calendar Items:</p> <ul style="list-style-type: none"> ○ Apr. 26 Room Assignment Cooper210 2:00- 4:00 pm ○ Apr. 27 Division meetings ○ Apr. 28 End of class work ○ Apr. 29- Final exams May 5 ○ May 1 Letters for local promotions—Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor’s Office ○ May 6 Graduation at the Kentucky Horse Park ○ May 7 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean ○ May 7 Faculty Council meeting 1:00-3:00, Cooper Campus ○ May 9 End-of-Year Recognition ○ May 14 Spring 2013 class schedules due to Registrar’s Office ○ August 6 Fall Kick Off ○ August 8 ALT meeting 	
Division Meeting Topics	Advising; Graduation; End-of-Year Recognition (May 9); Fall Kick Off (August 6) Committee Lists for 2012-2013; Summer I Late Registration; Fall Late Registration; May 4 Workshop BB, and May 19 BB rolls out. Information on the Distance Learning Web page.	

Announcements		
Adjournment	Meeting was adjourned at 3:47 p.m.	
Next meeting	May 1, 2:00-4:00, Regency Campus 100	Facilitator (Rebecca Simms) & Recorder (Charles James)

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