

**Academics Leadership Team Meeting Minutes**

**Date:** September 20, 2011

**Facilitator:** Ben Worth

**Time:** 2:03 – 3:44 p.m.

**Recorder:** Dave Hellmich

**Present:** Marty Baxter, Greg Feeney, Debbie Holt , Jenny Jones , Tammy Liles , Karen Mayo, Mike McMillen , Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Rebecca Simms, Bonnie Nicholson, Charles James

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
ALT Minutes	September 13 ALT meeting minutes were approved, as they were perfect.	
Essential Agenda Items	Funding Requests (Vicki Wilson) and iPads (Jenny Jones) were added to the agenda.	
Advising Assignment Update	<p>Ben Worth gave an update on the current status of assigned advising. He had met with Marty Baxter and Mike McMillen for change considerations; only critical changes may be made for this semester. Cindy Tucker is running the final adviser/advisee list. Wendy Bolt will be sending an email to all students, and Ben will be emailing faculty. Holds may be lifted now, but students cannot register until 10/1.</p> <p>Ben expertly taught advising best practices to ALT. Dave Hellmich emphasized the need for Assistant Deans to work with their faculty to ensure the implementation of advising best practices. Additional AdvisorTrac training is forthcoming.</p> <p>Unassigned advisees were discussed along with possible solutions. Closure on assignments is needed Wednesday. Regional campus directors have expressed concern about students local to their campuses being advised by faculty on other campuses.</p>	
Advising Evaluations	Ruth Simms asked if student evaluation of advising will be online—yes, it will be. Concerned was raised about student email being a viable means of communicating with students. Part of the problem is that too many unimportant emails are sent to students. It was asked if deleted student emails could be automatically emptied by ITS. This issue will go to the ALT/ITS Workgroup.	
Fall II Update	Dave continued to champion the addition of appropriate Fall II classes.	
Spring Proof Update	Dave continued to champion the responsibility of ALT members to proof the spring schedule.	

Budget Updates	Dave noted that Academics may submit additional FY12 (7/1/11-6/30/12) non-recurring requests; such requests are due next week and will be prioritized during the 10/1 ALT meeting. He also noted that Academics may submit FY13 recurring requests; such requests are due no later than 10/21 and will be prioritized during the 10/25 ALT meeting.	
Equipment Prioritization for Non-recurring	Prioritized equipment needs (FY 12 Academics funds) were due to Mike. Friday is the final deadline for prioritize lists to be sent to Mike. Allocations will occur next Tuesday at ALT.	
Prioritizing ITS Needs	Ben asked that large ITS requests be brought to ALT for prioritization; the ALT agreed.	
<b>Workgroup Updates:</b> ALT-Business Workgroup	Jenny Jones gave an update on the 9/29 drop for nonpayment: <ul style="list-style-type: none"> <li>• Students will be charged a \$50 drop fee (a \$75 reinstatement fee was also recommended by the workgroup but will not be applied at this time);</li> <li>• The payment deadline will be printed on student schedules;</li> <li>• ½ sheet language will be needed before 10/1 and 3/1; and</li> <li>• Divisions will not be getting a drop list to preview prior to the drop date.</li> </ul>	
ALT-SDEM Workgroup Adjunct Initiative Workgroup	Karen Mayo reminded ALT that a decision is needed by the end of the semester on the defined purpose of Fall II/Spring II. ALT members of this workgroup will meet with the Deans and Dave. ALT will seek closure during the 11/22 ALT meeting.	
<b>Essential Agenda Additions:</b>	Vicki Wilson brought forth a request for funding. Concern was raised about providing funds for the identified speakers. Support was given for funding of the annual peace event; Vicki will bring to ALT a FY12 supplemental non-recurring request. Jenny and Tammy Liles volunteered to lead a workgroup to recommend how Academics approaches special funding requests like speakers and events.  Jenny inquired if devices other than iPads should be/could be purchased by members of ALT. An inspiring discussion regarding the merits/demerits of iPads ensued.	
Adjournment	The meeting was adjourned at 3:44 pm due to Ben’s most capable facilitation.	
Next meeting	Tuesday, September 27 in the Leestown Campus Boardroom.	