## Academics Leadership Team Meeting Minutes Date: September 27, 2011 Time: 2:00-4:00 p.m. Academics Leadership Team Meeting Minutes Facilitator: Vicki Wilson Recorder: Ben Worth

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, Sandy Carey

Agenda/Issue	Discussion	Action
ALT Minutes	Approved.	
Essential Agenda	Sandy Carey: announcement	
Items		
AdvisorTrac	Ben gave an update on AdvisorTrac and the new advising model. Discussion topics included:	
	fix the two week out limit on making appointments; change to two months.	
	ESL and Developmental Advising concerns.	
AA/AS Requirements	Ruth gave an update on the new AA/AS degree:	
	Implemented for Fall 2012.	
	Faculty will need to advise from this for Spring priority registration	
	Faculty need advisor training	
	Focus areas need to be revised.	
	Ben will send an email to Lucinda White to ask her to bring the need for Advising Training to Student Advising Committee.	
	ADs should bring this issue to the attention of area coordinators: examine the focus areas for possible revisions.	
Prioritizing Equipment	Mike led a discussion of spending priorities:	
	Luv will hold the chart string and ADs will request that from her when ready to make the purchase.	
	Dave will meet with Luv to verify the exact amount of monies available.	
FT/PT Faculty Data	Dave asked ADs to help identify the ratio of full time to part time instruction:	
	This will be based on Credit hours of instruction of full time vs. part time.	
	FT = full time, permanent faculty member and NOT a full-time temp or a full-time staff member teaching a class.	

- --PT = part-time.
- --OL = A class taught by a full time faculty member teaching an overload and being paid overload on the adjunct scale.
- --Discussion on whether or not to count a class taught by a full time faculty member on overload as FT or PT. Decision to use the code "OL" to designate a class taught by a full time faculty for which that faculty member is being paid overload at the adjunct pay rate. The class designated as OL is the one for which the instructor is being paid.
- --ADs should check the "Program/Discipline" field to ensure that the program or discipline is accurate in comparison to the Class Description.
- --ADs should check shaded rows. These are classes with multiple PS entries because typically because one is a lab. Ensure that the duplicate is listed with zero credit hours.
- --Ben will suggest where this document can reside for purposes of revision.
- --The status column in the middle indicates "open" vs. "closed" in order to check for cancelled classes. If cancelled classes are present, delete them.

## WORKGROUPS

ALT-ITS Workgroup will meet next week. Send concerns to <a href="mailto:ben.worth@kctcs.edu">ben.worth@kctcs.edu</a>. Ben will bring forward concerns about printers: Some printers taken on the 15th should not have been taken and have not been returned. Broken printers aren't being fixed. Larger question: what is the point of contact for printer problems? Toner replacement problems reported: who is responsible for replacing the toner after it has been delivered. Regency reports that printers have not been taken/delivered to Regency. The main printer in AT 201 has not been replaced. Ben . . . will send this section of the minutes to ALT; ADs should send any additional concerns to Luv.

## **ALT INITIATIVES**

From the Adjunct Support Group: Diana has brought forward specific recommendations for support adjuncts: [get those from Diana]. Dave needs \$\$\$ amounts for proposals that have costs tied to them. Dave notes that the estimate for all parking at Cooper (all faculty) was expensive. It was recommended that the committee prioritize its requests and identify solutions that have few \$\$\$ implications. Dave noted that Dr. Julian has, in the past, voiced support for a pay differential to honor adjuncts who have taught with us for a period of time.

ACADEMICS	Dave noted:	
ACADEMICS	Fifth Friday: encourage faculty to attend	
CALENDAR	Fall Break: Thursday – Friday of next week.	
LET	Dave noted:Reminder: do not send out confidential information via email, including health statusKentucky Plan is being replaced with a new Diversity Plan that addresses a wider range of diversity than race. It is currently being phased in.	
ESSENTIAL ADDITIONS	Sandy announced: Forward to Linda Faul nominations for ALL USA TEAM candidates. Deadline is soon.	
Adjournment	The meeting was adjourned at 3:50.	
Next meeting	Tuesday, October 4 in Cooper OB 210.	