Academics Leadership Team Meeting Minutes	
Date: October 11, 2011 **Time:** 2:00 – 3:20	**Facilitator**: Ruth Simms **Recorder**: Jenny Jones
Present: Marty Baxter, Sandy Carey, Dave Hellmich, Debbie Holt, Charles James, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo, Mike McMillen , Bonnie Nicholson, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth	

Agenda/Issue	Discussion	Action
ALT Minutes	Approved minutes from October 3 ALT meeting	
Essential Agenda Items	Pre-requisite Checking Housekeeping	
AdvisorTrac Updates/Follow-Ups	Discussion included many sub-topics related to advising and AdvisorTrac: New Fall II students (approx. 1,000) will be advised by the advising center. Ben reported that there had been discussion of another round of advising assignments at the end of the current semester, but the advising committee then decided that may be too confusing at this time. Under the Student Support Services Grant we will need to assign special populations to advisors. These special populations need to be identified. The consensus for addressing the "mismatched advisor/advisee" situations is to do the best we can do this semester. Ben pointed out that Quickview is available so that every advisor's area(s) of advising can be easily found. We discussed generating a list of underserved categories of advisees so that the advising committee can find advisors for the areas in which there are not enough advisors. Rebecca reported that her program students cannot set up advising appointments with her because they are assigned to other advisors. Ben will soon be discussing AdvisorTrac customization in ALT. We discussed the need for a procedure for changing advisors after the initial advisor assignment is made. Ben asked that we keep the topic on the table to discuss who will make the changes and the parameters for determining when a change is necessary. The advising committee revised the link for student evaluations; ALT's consensus is to make the link available on the student page. Students also need a link in AdvisorTrac to review tutorials. Vickie shared a tip for those in the promotion cycle: Print a note and hand it to your	Rebecca will send a list of students in her program to Ben or Wendy.

	advisees reminding them that they need to go back into AdvisorTrac and complete the evaluation of advising. The link may be sent when advising at a distance. It was also suggested that the promotion committee be lenient because AdvisorTrac is new and it is difficult to get students to go back in and evaluate their advisor after the advising session. Promotion candidates and their AD need to note in the promotion package that a new advising model was used this year so that the local and system level promotion committees will understand when there are cases of low response to the advising evaluations. Another suggestion was for advisors in the promotion cycle to print their schedule from AdvisorTrac as proof of their appointments.	Ben will provide an "average response rate" for advising similar to those provided for the student evaluation of instruction.
FT/PT Faculty Data	Dave will be generating FT/PT faculty data; he requested that all changes need to be in by tomorrow so that he can compile the data on Thursday.	
Budget Updates	Supplemental non-recurring dollars are for new items that have come up since the semester began. Next Tuesday, October 18, we will discuss Non-Recurring items: capital items, operating budget, and temporary staff positions. We will rank full-time permanent faculty and staff requests for FY-13 on October 25 based on needs of ALT at large. Dave will provide FT/PT overload data by discipline next week.	Notify your dean by Friday, October 14, if you have NR budget needs. Notify your dean of prospective retirements by October 18.
Ongoing Items **Workgroup Updates** ALT Initiatives Furniture Requests	Diana reported that the adjunct workgroup is obtaining information from HR and will meet next Tuesday. ALT Initiatives remain on the agenda as a reminder and to create awareness of our progress. Dave will know the decision regarding the furniture requests currently being considered by Friday. He stated that we need to generate a list of "Next Rooms" to be furnished; we will then generate a "Repair Wish-list." We discussed examples of good labs and non-functional labs to consider when ordering furniture. Examples of good/functional labs include Cooper: AT 203, AT 213, AT 215, AT 217, Leestown: N 119. Dave suggested that an example of a non-functional lab is Regency 204. Jenny stated that the furniture in Regency 204 is what she was told is now the standard lab	

	furniture with which all new labs will be furnished. The consensus was for ALT to set standards for furniture so that all labs are functional.	
Essential Agenda Additions Pre-requisite Checking	Many pre-requisites are not in PeopleSoft which is creating situations where advisors meet with an advisee more than once and then often have to wait for the override to be completed. Many prerequisite's are not in PeopleSoft: transfer students, readmits, and instances where the course prefix has changed several times. Ben said he placed a draft proposal in the dropbox folder for us to review. We concluded that we need to request Student Records to identify people at the college to override prerequisites. We need a better solution than sending students to other offices to get an override. Dave will consult with the Registrar to determine the requirements for an individual to obtain override privileges. Further discussion focused on the need for people who have override privileges to take responsibility to check prerequisites. Moreover, the content of error messages needs to be read before putting a student in a class. It was also suggested to identify who currently has override privileges and determine whether or not they should continue to have override privileges, i.e. former coordinators. The advising steering committee meets Friday for the first time and Dave will put the following on the table for discussion: training for those who have override privileges, identifying all who have override privileges, and assessing whether or not additional people in academics can obtain override privileges. The dialog also included a discussion regarding the letter that admissions sends to students asking them take their transcript to admissions. We need to devise a method whereby a student can do the same at a distance.	In the interim, Ben will draft language and send out to direct those with override privileges to the math website and all others to the respective coordinator.
Housekeeping	Concern was expressed regarding the lack of security on Cooper campus during evening hours. Further concern and frustration was expressed regarding attempts to call security and receiving a recording instead of a security guard. It was stated that in a particular instance it was 30 minutes before a security guard responded to the phone message.	Ruth will ask Todd Gray whether or not there is evening security at Cooper.
iPad Training	It was first noted that WiFi is not available in all buildings/rooms on our campuses.	

	We also discussed the need to continue printing the agenda; no decision was made, simply noted that the *time is nigh* to go paperless. Ben gave us some new tips and instructions for using our iPads. He offered to continue to provide us with new tips and tricks at the end of each ALT meeting.	
Adjournment	Having no need to further discuss "The Power," the efficiently conducted meeting adjourned at 3:20 p.m.	
Next meeting	Tuesday, October 18, Leestown Campus. Facilitator – Diana Martin, Recorder – Mike McMillen	