

Academics Leadership Team Meeting Minutes

Date: November 9, 2010 **Time:** 2:04 – 4:04 p.m. **Facilitator:** Vicki Wilson **Recorder:** Sandy Carey
Present: Marty Baxter, Sandy Carey, Greg Feeney, Charles James , Tammy Liles , Diana Martin , Karen Mayo, Bonnie Nicholson, Vicki Partin , Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich (tardy)

Agenda/Issue	Discussion	Action
Minutes (11-2-10)	Minutes were approved as edited.	
Sabbatical Requests	The updated Sabbatical Request form was shared for revision. This year’s due date to be turned in to the AD is December 3. Dave confirmed that the Sabbatical options will not include the half-year options. Dave affirmed that the follow up reports after sabbaticals should be consistent.	It should be very rare that an approved sabbatical would be returned.
Late Registration	The Advising Committee is investigating: 1) specific limits on the time faculty can sign up to better match the distribution of advisors and students ; 2) the AD being the one informed if faculty emergencies require faculty to change their schedules (they need to trade hours with a replacement or reschedule hours); 3) not sending extra faculty to regional campuses for late registration; and, 4) using Cooper faculty for gen ed advising at Leestown if needed.	Greg will take back suggestions and dialogue points to the advising Committee. Greg will also work with ADs to identify faculty to help with Leestown gen ed needs.
Coding Evals for Hybrid Classes	Faculty coding their information sheets for hybrid class evaluation should mark that they are online. The totally online classes are evaluated online at this point and hybrids can be distinguished this way if needed.	ADs will inform their faculty.
Mandatory Placement Course List	Vicki Partin was following up on an email asking for more / other classes to be added to those available for students with a developmental reading placement. Much discussion about the elements leading to success for developmental students did not include the need for them to take a full load.	Revisions of the Course List should be sent to Vicki by November 19
Classroom Behaviors and Student Development Staff	Vicki Wilson brought copies of the explanation on ITES for the Disruptive Student Report and the non-academic disciplinary sections of the <i>Code of Student Conduct</i> .	James Chambers is much appreciated in his new position and will be given a suggested response time.
New FT Faculty Advising	A request that the new regional FT faculty advise during priority their first year was introduced. Much discussion about the new faculty training schedule made it apparent this was not considered fair to those faculty.	Dave will report the response to regional directors and Tri.

Corrections	All requests for classes or faculty to work with Corrections should come through Tri.	
Bi-terms	Discussion of reasons for and best classes to offer during bi-term engendered much discussion. Non-developmental classes meeting requirements for AA or AS degrees are recommended. Further discussion of specific classes and desired sequences of offerings will ensue.	ADs will work with coordinators to determine needs. Ben will check online bi-term success and alternative timeframes.
Campus Compact	The College will sponsor Campus Compact “coaches” at Bryan Station and Anderson County HSs for 20 hrs./ week to help students transition from high school to college.	Each “coach” will cost the College only \$ 6,500
Faculty IDs	Faculty IDs can be made on November 19 for those who want one.	Dave flashed his as an example.
PRN/ Overloads	Because faculty candidates have been informed that including their overload course and/or evaluations in the PRN is optional for this year, that will be the recommendation. After this, the ALT recommendation that overloads, and the evaluation of those classes, not be included in the annual PPE but be included in the PRN will be conveyed to the Promotion Committee.	The Promotion Committee will be asked to include the information in the 2011-2012 Promotion Guide.
Scantron Shortage	No Scantron machines are available on regional campuses for faculty, despite the Scantron program that apparently provides machines free with the purchase of forms.	Dave will check with Lisa Bell about options.
Copier Problems	Serious copier problems at Leestown and Cooper Campuses have resulted in frequent shut-downs for repair. Machines may be unsuitable for volume of copying.	Dave will check with Lisa Bell to survey and correct.
Evaluation Timing	One division questioned having teaching evaluations during Priority Registration; others did not see a problem with the timing.	DOMs will be asked
Next Meeting	Tuesday, November 16 , Leestown Campus Boardroom, M 128	