

Academics Leadership Team Meeting Minutes

1:00 Discussion on Summer 2014 (Recorder: Dave Hellmich)

Ruth discussed the innovative developmental math model that will be implemented next summer. Students needing developmental math will have an option to register for a twelve-week section of MAT 055 at week one, four, or six and can potentially complete all developmental math requirements. An issue will be transcribing a course other than MAT 055 if a student progresses beyond MAT 055. Dave emphasized that this issue can and will be resolved. Angie noted variations of this model that the Humanities Division may pursue.

Ben reported that the college has an opportunity of going after visiting students and making registration easy for these students; all agreed.

After discussion, it was decided that all Lexington-based classes will be offered on the Newtown Campus except those that cannot or reasonably should not be offered there.

Several advising-related topics were discussed:

- A Master Advisor needs to be on contract during the summer and needs to provide the college with a good list of summer advising resources;
- The college needs to ramp up advising and other services, including being able to service all of the continuing students who did not advance register;
- ALT will develop an elevated advisor status (Greg will come up with a nifty term) that faculty can obtain; and
- ALT needs to revisit the role of summer Assistant Deans.

Date: September 3, 2013

Time: 2 – 4:00 p.m.

Facilitator: Debbie Holt

Recorder: Greg Feeney

Present: Marty Baxter, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth

Guest: Yasemin Congleton

Agenda/Issue	Discussion	Action
Starfish Update Yasemin Congleton	Yasemin presented an update on the new advising system Starfish. They hope to have it set up by October, November, or, at the latest, December. The goal is to have it implemented by Fall 2014. They submitted questions over compatibility with PS but have not heard back from the System as of our meeting. She has a user guide if you would like to review it but the program is not loaded yet. There was a question over the PPE % for Master Advisor with the role being filled by a nursing faculty member who cannot give up a course for the reassignment.	Greg will confirm percentages and get back to Susan.
ALT Minutes from 8/27/13	Approved	
Follow Up from ALT	 Beginning of Term Ad Hoc Workgroup: Ben and Susan from Academics; Justin and Lisa from	➤ Ben will call first

Minutes	<p>Business; Tri from Extended Campuses; Becky and Runan from SDEM</p> <ul style="list-style-type: none"> ✚ Open Class Searches: Ben via Ruth ✚ Spring PM Schedule: Dave via Ruth <ul style="list-style-type: none"> Dave reported that most other colleges in the System have opted out of evening classes. After some discussion, it was decided to offer the following slots for MW and TR classes: 5:30-6:45 and 7-8:15. The possibility of needed outliers was identified. ✚ General Education Assessment: Dave via Vicki 	<p>meeting.</p> <ul style="list-style-type: none"> ➤ Ben will follow up with Becky ➤ Each AD should change on his or her Spring schedules. ➤ No update, needs to stay on agenda
Fifth Friday Post Mortem	Dave asked for feedback. Folks like the speakers, having required PD offered, and that it was organized.	
Spring II	It was questioned whether the focus for the evening Spring II schedule should be Newtown. Dave said the focus should be on Newtown unless it will not work or it makes better sense to be at another campus.	ADs should confirm on their Spring II schedules
Proposal for IT Support	<p>Concern was expressed over not having a central place to send students at the start of the semester for help printing schedules or Bb and PS questions. The LRC and computer labs are appropriate locations (for the start of the semester).</p> <p>A second concern was expressed over Academic IT support. The concern mainly relates to Rick's departure and Ray's load.</p>	Dave will follow up with Ren on their plan for Rick's replacement. He will also express our appreciation for Ray's work and dedication.
EARS	<p>Process:</p> <ul style="list-style-type: none"> • First letter from Dorita to ADs. ADs forward to their full and part time faculty (9/4/13, forward by Friday) • Second letter from Dorita to ADs. ADs forward to their full and part time faculty (9/30/13, forward by Friday) • Third letter from Greg to ADs. ADs forward to their full and part time faculty (11/4/13, forward by Friday) <p>Ben said he thought there could be a link between Starfish and Bb. So, if faculty keep appropriate</p>	ADs should forward letter by the Friday after each date.

	records within Bb then this interface could take place and make for a smoother reporting process.	
Perkins	Mike reported he attended System meeting last week. End of program assessment was a major topic. Currently, we operate under Phase 4, measured by earned credentials, licensure, and end of program assessment. Not sure if all three of the measures will continue in Phase 5, which places a stronger emphasis on end of program assessment. Our allocated money will rely on these results. He reported that of the 46,000 tech students statewide, only 4.5% were tested last year and more than 30% of programs do not have an assessment.	Mike will send link to review data. Dave will check to see who is using Perkins funds to pay for assessment.
SAP Appeals	Concern was expressed over the calendar (appeals heard after add/drop). Concern was also expressed over not understanding the criteria used in an appeal (needs to be shared). Discussion transitioned to drop for nonpayment and the late and reinstatement fees. It is too complex to complete with a high degree of confidence. At least four other KCTCS colleges do not impose fees. Accordingly, the perspective is that this practice does not appropriately serve students or our college. Other state colleges do not drop students but have fees if payment deadlines are not met (better for students and college). Our current process is taking a lot of time (advisors, ADs, faculty, registrar's office, business office).	Dave will invite a Financial Aid rep to attend one of our meetings. ADs should send Dave examples where students were unfairly dropped.
Distance Learning Updates	Ben emailed Fall 1 eval items. Let him know if you see problems or have concerns. See his 9/1 and 9/4 emails.	
Ongoing Item(s) Update	<ul style="list-style-type: none"> Ben sent an email on updating rosters. Work with faculty so they understand the importance of this. Dave identified there are still 18 sections that list "Staff" as the instructor. Ruth asked the question if no shows can be reinstated. Through discussion it was identified that divisions and faculty seem to vary on when students are dropped and if they can be reinstated. The message from registrar's office is often that it is up to the instructor. It was proposed that we identify one day and push it, of course there will be a few outliers. Having the one day would allow for consistency and convenience. The following calendar items were reviewed: Sept. 3 Academics web content review 	Ben will make suggestions for Fall 2 and Spring dates. ADs should check all their areas and discussion problems with appropriate web page content managers.

	<p>Sept. 4 Dave sends 2nd proof of the Spring 2014 class schedule to ALT</p> <p>Sept. 6 Program Coordinator Training 10:00-Noon, Leestown Campus M-120 Concern was expressed that there is web training at the same time. James can reschedule and offer training for coordinators another time. Dave said the coordinator training should be a priority. Coordinators who are not able to attend should discuss with their AD, not Ruth....again, NOT Ruth. At this point Ruth received applause for her work in this area (even though she does not care if coordinators attend).</p> <p>Sept. 6 Faculty Council meeting 1:30-3:30, Leestown Campus</p> <p>Sept. 9 Candidates for Assistant and Associate Professor must notify President's Office of their decision on promotion</p> <p>Sept. 10 ALT members return 2nd proof of the Spring 2014 class schedule to the Registrar's Office, updated Spring II schedules included</p> <p>Sept. 19 ALT Reading Discussion at Joseph-Beth</p>	2 nd proof due 9/10
LET/Academic Council	<p>There will be nonrecurring dollars. ADs should know more on budget later this week. There was discussion over offering the same total amount for faculty in promotion cycle that the college offered last year (money from division and college, up to \$500).</p> <p>Dave asked that folks review the draft of the committee list he sent.</p>	<p>Dave will review with deans and report back (on both items).</p> <p>ADs should send updates to Dave and he will forward.</p>
Next Meeting(s):	<p>ALT—Tuesday, September 10, 2:00-4:00, Newtown Campus, Facilitator (Greg) & Recorder (Debbie)</p> <p>APT—Thursday, September 12, 2:30-4:00, Newtown Campus 106/106</p>	
Adjourned	3:30pm	