

Academics Leadership Team Meeting Minutes

Date: September 17, 2013 Time: 2 – 4:00 p.m.	Facilitator: Susan Hayes Recorder: Ben Worth
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Present: Ben Worth, Dave Hellmich, Tammy Liles, Bonnie Nicholson, Greg Feeney, Marty Baxter, Ruth Simms, Debbie Holt, Angie King, Jenny Jones, Vicki Wilson, Mike Franklin, Paul Turner, Rebecca Simms, Susan Hayes

Agenda/Issue	Discussion	Action
ALT Minutes from 9/10/13	Approved	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Open Class Searches: Becky Harp Stephens is exploring how to list Lexington campuses on open class searches • Elevated Advisor Status (Yasemin): no report • SAP Appeals/Financial Aid/Dropped Students (Dave): There continue to be discussions of this process. • Update on No Shows (Ben). The Beginning of Semester Workgroup is recommending that faculty record their no shows after two working days from the last day to register for classes. The date for Spring would be 1/23. • Optional Syllabus Ombud Language: Dave included the language from the Ombud web page, which will be included as optional on the syllabus checklist. • Summer Scheduling and Advising: This was discussed in the Class Schedule agenda item below. 	
Regional Campus Adjunct Liaison Proposal: Ruth	ALT supports the Math Winchester Liaison leadership position as well as general concept of a faculty leadership role as liaison on all extended campuses. Math model can serve as a template for other ADs.	
BCTC Alliance: Greg	Check your inbox for an email from Greg containing information about the Alliance Essay Contest , which is open to all enrolled BCTC Students and offers two \$500 awards. The contest coincides with a speaking event scheduled for October 8-9.	
Upcoming Class Schedule: Dave and Vicki	<ul style="list-style-type: none"> • Dave provided an over view of the Schedule Planning Calendar. • Dave explained the current Class Schedule Process, which has evolved from last year. • Dave discussed the draft Summer 2014 calendar and the Summer 2014 Master Schedule Grid. Different from last year: there will be Summer I and II classes on Regional Campuses. After some discussion it was felt that summer evening classes are still warranted in spite of data showing reduced evening enrollments. Also, all online classes will—as early as Spring 2014 if possible—adopt a 19Z# section number. • Dave put on the table the possibility of a 12-week semester that would replace most of the 8 week classes. <i>Note: classes may continue to use a schedule appropriate to their pedagogical</i> 	

	<i>needs</i> . Such a calendar has the potential of enrolling more UK students as well as students who miss the start of the traditional semester. Discussion ensued.	
Distance Learning Updates : Ben	<ul style="list-style-type: none"> • Ben gave an update on Student Evaluation of Instruction. With Bb's Enterprise not available to use, we will be outsourcing the data collection to SurveyTracker. ADs are reminded that Fall I evaluations are starting now and all STAFF entries in PS need to be updated. • Ben gave a report from the Online Application Workgroup. Please send Ben suggestions for (1) strengths and (2) weakness of the current application. Ben will finalize this list in the next ALT meeting. • Ben gave a report from the Beginning of Term Ad Hoc Workgroup. 	
ALT Workgroup Reports	None	
Academics Leadership Team Calendar	Calendar items noted.	
LET/Academic Calendar Updates: Dave	No report	
Division Meeting Topics: Dave	<ul style="list-style-type: none"> • Evaluation of Instruction updates: (1) Use of SurveyTracker and (2) all faculty will be evaluated so that faculty can give feedback on the new ITES reporting structure developed by CSIS's Thomas Papanicolaou. • Alliance Essay Content 	
Essential Agenda Additions	<ul style="list-style-type: none"> • Mike gave an update on the Perkins requisition process. ADs who need a copy of the spread sheet may request it from Mike. • The simple answer to the question "What is the definition of someone in the promotion cycle?" includes any faculty member whose PD will go into a PRN in the future. This includes all instructors, all assistant professors and those associate professors who are within three years of going up for full. • There was a discussion of educational leadership and whether service on a division-level committee counts. 	
Next Meeting(s):	ALT Reading Discussion—Thursday, September 19, 2:00-4:00, Common Grounds , 343 East High Street . <i>Note: Location change.</i> ALT—Tuesday, September 24, 2:00-4:00, Newtown Campus, Facilitator (Ben) & Recorder (Susan)	
Adjourned	4:02:34 PM	