

Academics Leadership Team Meeting Minutes

Date: October 1, 2013 Time: 2 – 4:00 p.m.	Facilitator: Susan Hayes Recorder: Ruth Simms
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Present: Angie King, Ben Worth, Bonnie Nicholson, Tammy Liles, Greg Feeney, Marty Baxter, Rebecca Simms, Jenny Jones, Vicki Wilson, Debbie Holt, Mike Franklin, Paul Turner Guest: Yasemin Congleton

Agenda/Issue	Discussion	Action
ALT Minutes from 10/12/13	Approved	
Advising Update: Yasemin Congleton	<ul style="list-style-type: none"> • The dates and times for late registration for Lexington campuses have been set. Cooper and Leestown will be: Jan 7 – 8th check in 9-4 and advising from 9-5; Jan 9th check in 9-5 and advising from 9-6. Newtown: Jan 7 – 9th check in 10-3 and advising from 10-4. • Late registration will be advertised via student email and announcement on the front of BCTC webpage • Yasemin asked that technical faculty, in particular CIT, announce in their classes which campus advisors will be located • Currently the Business Office will not have a presence on Newtown campus and will close promptly at 5:00 pm at all other campuses. The group expressed its concern that student needs are not being met on all campuses. Dave will take a recommendation given to him from Yasemin regarding times and dates that Academics would like the Business Office to be available. • ALT is supportive of technical advisors at Newtown advising 2 hours in the Gen Ed Area at Leestown Campus. It is also an expectation that advisors at Newtown would advise any Gen Ed student who may seek advising at that campus. • If an advisor needs a copy of a transcript while advising in the Pit, the Master Advisor on duty should be able to access a scanned copy. • Location for late advising at Cooper campus will be consolidated into two buildings. Check in will still be in the Oswald Building, but advising, compass testing, etc. will all occur in the Moloney Building. 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Dave, Bonnie, and Greg will be providing information regarding Summer scheduling and advising within the next couple weeks. • Rebecca sent instructions via email on how to access the Consent to Release Information form in PeopleSoft. • Angie and Susan provided an update on the College-wide adjunct award. They submitted a nomination form that divisions could use for the division level award. Each division can decide their own procedure for the division award. Every division is encouraged to have an adjunct award, but it is not mandatory. There was discussion regarding whether only the division awardees would be eligible for the College award or whether divisions could nominate more than one. No decision was made. Angie and Susan will meet with members of the College Faculty Awards Committee to determine what information they would like to have when making a decision on the College Award. 	<p>Angie and Susan to report back regarding recommendations to the procedure for College Adjunct Award</p>

Division Post Mortem: Dave	<ul style="list-style-type: none"> • There was a short discussion regarding the proposed 2014-2015 Calendar. The MS division did not support the calendar due to the loss of instruction time and the fact that the 12-week session had more instruction time than the 16-week session. • Each AD reported feedback regarding the Academic Structure Changes. There was general concern regarding the loss of faculty representation and overall size of divisions. Debbie presented the group with a document showing current division sizes, how the proposed change would affect those sizes, and an alternate proposal that seems to “even out” the division sizes a little better. There was some concern about loss of funding and the increased responsibility of equipment maintenance and purchasing with regards to the merge of MIT and TT. Dave stated there would be no changes to Perkins allocation to this new division. Dave stated we have three options: 1) Go with the proposal, 2) Develop a new realignment, or 3) Leave LRC and ABE as a Non-division Division. 	
Process for Requesting and Ranking New Full-time Faculty Requests: Dave	<p>Dave is extremely optimistic that we will be able to hire multiple (more than two) full time faculty members for Fall 2014. He presented the group with a change in the process for ranking and requests:</p> <ul style="list-style-type: none"> • AD’s, within their division, and in consult with coordinators would determine full time faculty need • AD’s would meet with their Dean to present their needs • Deans would meet with Dave and prioritize the list of requests • The prioritized list would be brought back to ALT for discussion <p>The group was in favor of this new process</p> <p>Dave would like to identify two Fellows for Fall 2014. Fellows would be hired on a full time term contract. After two years of successful teaching and contribution to the College, they would roll into a full time position. Fellows would come from current adjuncts who fit the under-represented criteria.</p>	
Distance Learning Update: Ben	Bill Davis has not received any responses to his email regarding Fall evaluations of instruction. He needs AD’s to identify the instructor for classes still listed as STAFF in peoplesoft and to identify clinical courses that do not need evaluations. Ben will re-send this email and emphasized that there will not be time for late revisions to this process.	
ALT Workgroup Reports	None	
Academics Leadership Team Calendar	November 1 – Coordinator Training with emphasis on scheduling November 8 – Sabbatical requests due to Assistant Deans	
Essential Agenda Additions	All were addressed within the meeting	
Next Meeting(s):	ALT—Tuesday, November 5, 2:00-4:00, Newtown Campus, Facilitator (Rebecca) & Recorder (Rebecca)	
Adjourned	3:30 PM	