Academics Leadership Team Meeting Minutes		
Date: January 17, 2012; **Time:** 2:00	**Facilitator**: Jenny Jones; **Recorder**: Diana Martin	
Present: Marty Baxter, Sandy Carey, Greg Feeney, Mike Franklin, Dave Hellmich, Debbie Holt, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth. MISSING: Greg Feeney		
Agenda/Issue	**Discussion**	**Action**
ALT Minutes	January 10 ALT meeting minutes were approved as written.	
Essential Agenda Items	Advising Pit sign in	
Advising Related Topics: Ben Worth without Greg Feeney	Karman Wheeler is gathering data concerning advisee assignments. ADs will have this information in time for the division meetings. However students dropped last Friday will not be included; therefore information may be incomplete. Faculty may make a request for a specific advisee. Student Advising Committee met Friday: Recommends that the SAP appeals process be reviewed. If a student has no advisor, the student goes to coordinator or AD. Faculty need to know how often appeals committee meets. Ben referred to the meeting times listed under financial aid on the web.	Advising area needs to inform students to make an appointment for SAP appeals. Drop ins are problematic.
Enrollment update: Dave without Greg Feeney	Spring II: need to add capacity for Spring II. Wherever it is possible add courses. Typically courses that appeal to first time freshman. However, do not add courses that do not foster success for the students. It is anticipated that we will have a large number of students enrolling for Spring II.	Work with coordinators to add as many courses as possible.
Initiate Update of 2011-12 College	2011-12 Faculty Information: ADs will be responsible for updating Faculty Information. Barb Hoskins will create a team on The Point. ADs will be able to	It was agreed that only the highest credential that qualifies faculty to

Catalog: Ben and Dave without Greg Feeney	review and update faculty information.	teach in the area will be listed. Faculty credentialed to teach in multiple areas will have all relevant credentials listed.
	2011-12 Guidelines for Selective Admissions Programs: updates for selective admissions' programs are the responsibility of the programs, not the AD.	Selective admissions' programs need to match senate rules for the program.
	The most recent edit to program plans and program checklist can be verified in the program plan folder.	With the exception of nursing, coordinators need to update program plans by February 14th.
	11-12 Student Handbook	Dave and LET will update this area.
	11-12 Academic Calendar	ADs not responsible for this area.
Sabbatical Time Line without Greg Feeney	Due to ADs today. Discuss with Dean by 1/20/12. It is anticipated to have 10 requests for 6 months, full pay sabbatical and one 1 year, half pay sabbatical.	Dave will ask Dr. Julian for a possible number to be granted at full pay.
Copier Printer Update: Dave without Greg Feeney	Dave will forward an email from Lisa sent on 10/24/11 that has useful information on copiers. Melissa Jones will offer training in OB 246 on Friday at 1. ADs suggested that copier training works best when of an actual copier is	No action taken; however, we all felt better after the discussion.

	available. It was also suggested that trainers (perhaps DOMS) be identified for each division as a person to train faculty on an as needed basis. Another suggestion was that an instruction sheet be available in the copy rooms. It was also noted that student workers need access to a division copy code. In addition, it was noted (again) that some of the new printers are not equipped to print the 7 page contract forms.	
SDEM and academic work group: Karen without Greg Feeney	No shows: If an instructor marks a student as a no show, the registrar will not reenroll the student even if requested to do so by the faculty.	
ASA Committee report by Tammy without Greg Feeney	Tammy reported that the ASA is preparing to reschedule finals to accommodate hybrid courses. Concern was expressed that the plan disrupts a huge number of finals to accommodate a few.	Karen will meet with the ASA committee Chair to suggest possible ways of simplifying the process.
Calendar without Greg Feeney	January 27 is the date to finalize PeopleSoft updates. Nothing should read "staff" after that date. January 24 UK President to visit with Dr. Julian and Dr. Hellmich. Please let Dave know of any connections we have with UK that we would like highlighted at that visit. For example: Blue plus program.	
Division meeting topics without Greg Feeney	Remind faculty of Changing Classroom Culture conference Feb 17/18. It is now a two day conference. Attendees must preregister. SAP appeals update. 5th Friday event in March, graduation May 6;	

Essential Additions without Greg Feeney	annual college awards event May 9; Fall kick off Monday August 6th/Friday August 31. Pit Sign In – Is it useful? Concern that gen ed advisors are the only advisors accounted for with sign in sheets during late registration.	ADs will develop a sign in sheet for technical faculty.
Adjournment without Greg Feeney	3:57pm	
Next meeting. Wonder if Greg Feeney will attend?	2:00pm, January 19, Leestown Board Room Special Topic: Facilities	