

Academics Leadership Team Meeting Minutes

Date: February 14, 2012

Time: 2:00 – 4:10 p.m.

Facilitator: Mike Franklin

Recorder: Bonnie Nicholson

Present: Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt , Charles James , Tammy Liles , Diana Martin , Karen Mayo, Mike Franklin , Vicki Wilson, Dave Hellmich, Bonnie Nicholson, Ruth Simms, Paul Turner

Absent: Snow Bunny, Rebecca Simms

Agenda/Issue	Discussion	Action
ALT Minutes 2/7/2012		Approved as distributed
Essential Agenda Additions	Vicki Wilson - career counseling; Karen Mayo – Perkins; Sandy Carey – an announcement; Debbie Holt – advising/Transfer/FA	
Advising-related Topics - Ben Worth, Greg Feeney	Ben and the group had a long discussion related to advising assignments and responsibilities. Ben emphasized Key points as PPE’s include advising. Ben referred to the handout that he had previously sent to ALT members. This information will reside on “The Point.” The information will also be on Quick View. Faculty to encourage students to use Advisor Track in scheduling their advising appointments. Other tasks besides advising: faculty to perform SAP appeals, assists students with selection of their program plans and graduation requests. This list is not inclusive. Faculty and other advisors are to use Advisor Track and Quick View. BCTC now has three Master Advisors for the campus sites.	
SAP Appeal Conditions Diana Martin AA/AS Debbie Holt	<p>Handed out copy of letter sent to student from college, expressed concern with the content (language of conditions). Group discussion about uploading into Advisor Track may possibly resolve issues. Block transfer, financial aid, and Gainful Employment issues need clarification.</p> <p>Debbie was concerned with how the new federal aid guidelines are affecting students who want to get an AAS degree then continue on for another semester or year to complete an AA or AS degree in order to transfer. New guidelines are stricter about students who earn one associate degree becoming “gainfully employed” and are questioning why</p>	Runan Pendergrast is to be invited to the next ALT meeting for clarification. At time of writing these minutes, no questions for Runan were received to include in this document.

	they should pay for another associate degree. This has implications for advising, CPE mandates on retention and increasing graduation rates, the transfer initiative at the System's level, and students being able to complete their gen ed requirements in order to transfer (AAS degrees are currently not part of the state-wide Block Transfer agreement). This issue will also be put on the agenda of the next meeting of the ALT-SDEM Workgroup.	
General Education Coordinator Job Description – Ben Worth	Peggy Saunier has been impressive in her role as gen ed coordinator. Group suggest the need for another gen ed coordinator to assist students when they change programs or need SAP. Having this type of coordinator would enhance student mobility. Dr. Hellmich requests that ALT members think about this need and the value to BCTC as it could be done.	Further dialogue to occur. Ben to draft a job description and share with ALT.
College Catalogue- Updating Program Plans – Ben Updating Roster of Faculty : Dave	Ben suggests that program plans be turned into word documents as would be easier to edit and can change without approval. These documents may be submitted to KCTCS over the summer and ready for fall classes. Program checks lists are invaluable and need corrections prior to fall. AD's need to work with coordinators to keep current. Dave has the Faculty rosters for ALT on The Point and request they be checked and/or changed to reflect accuracy. Changes may have to be done more than once as faculty could be hired or other changes may occur. He suggests checking by April 1 and again August 1.	If problems with faculty roster, bring to ALT next meeting.
Hybrid Language for Final Exam Schedule: Dave	Dave commends folks for good job and collaboration with Nancy Bronner. Faculty council agreed upon the document but had one request, that ALT revise some language at the bottom of the document.	Dave will send language being crafted by Vicki Partin to ALT for review prior to sending back to FC.
Required Faculty Use of Blackboard- Dave	Announced that ALL classrooms college wide is soon to be SMART (possibly Summer). Dave requests that faculty lists all their syllabi on BB as the minimum for use of BB, to be effective Fall 2012. Asked the question, should it be for grades as well. Decisions of group: BB will be mandatory and there will be training.	Announce to faculty at Feb. 17th Division Meetings use of BB for syllabi and other use may follow. Training to be available with a short video and in other venues, such Changing Cultures, Feb. 17, 18 th and as part of orientation each august.

Reassignment Update & Application Process - Dave	Dave discussed the reassignment update list and the need for the same. He requested that if anything needs to be altered, talk to your dean. Look for fairness and equity. VP and Deans will discuss changes and bring to ALT.	Please send any changes or additions or omissions to Dr. Hellmich.
PCAT Membership - Dave	Action team chaired by Tri Roberts that deals with printing college wide. Faculty representation is an issue as the time the meeting is held is not conducive to the faculty member who was willing to serve.	Please email Diana Martin if you have a faculty that is willing to represent the faculty's interest. Dave was willing to talk to chair if necessary regarding changing time and date.
Ongoing Items- work groups and initiatives	No updates	
Continuation and Academic Council - Dave	<p>Friday and Saturday Conference – Changing Classroom Cultures (we are really doing that). Cool! Dave gave Kudos to Jenny, Diana, Pat and others for their work.</p> <p>Closure on Sabbaticals- those approved will be notified as well as those not making the cut. Criteria language to be reviewed and revised for next year and see more approved if budget allows.</p> <p>Heads up from Dave to be thinking about budget issues for next year.</p> <p>Academic Council met– may be possible to have evaluations on PS. Would likely be a standard set of questions. May be an option for individualizing.</p>	
Additional Agenda items	<p>Vicki wishes to make career counseling an agenda item for next Tues. meeting. Karen asked for the date that Perkins will be discussed.</p> <p>Sandy Carey reminded all of Who's Who nominees</p> <p>Ruth asked for clarification related to registering students and lifting holds. Some have lifted holds already so students register on March 1. Advise anytime was mentioned.</p>	Make an agenda item for Tues. 2-21. Perkins on 2-21 agenda and budget in two weeks, 2-28.

	Advising evaluations are to be discussed by Ben and Larry and may extend dates.	
Adjournment	4:10 pm	
Next meeting	Thursday, February 16, 2:00-4:00 Regency Campus Facilitator Dave Hellmich	