

**Academics Leadership Team Meeting Minutes**

**Date:** March 06, 2012  
**Time:** 2:00 – 3:40 p.m.

**Facilitator:** Tammy Liles  
**Recorder:** Marty Baxter

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

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
<b>ALT Minutes 2/28/2012</b>		Approved as distributed.
<b>Essential Agenda Additions</b>	Sandy Carey – announcement Ben Worth- announcement	
<b>Advising-related Topics - Ben Worth, Greg Feeney</b>	<p>Ben is working with Cindy Baker to possibly encourage new faculty to participate in “Stop By and Get Started” to help learn the process.</p> <p>Evaluation of Advising is “live” and ready to go online.</p> <p>A question as to whether faculty are evaluated year round? It will give faculty the opportunity to accumulate more evaluations. Students should be emailed the link to the online evaluation of advising and also a note will be placed on AdvisorTrac.</p> <p>Does a model for developmental advising need to be developed? Should developmental students only be advised by developmental advisors?</p>	<p>Ben will summarize this in a short e-mail to ADs to forward to faculty.</p> <p>ALT will discuss further what number of evaluations would be considered adequate.</p> <p>Ben will also send out an email to address “end of priority registration” regarding what the student can possibly do for summer advising.</p> <p>All faculty should be trained and understand developmental advising. ADs were encouraged to invite developmental advisors to attend division meetings to help faculty with concerns with advising developmental students.</p>

	Ben is revising document for evaluation of student advising. Who should this document go to for approval?	This document should go through ASA.
<b>General Education Advisor Job Description-Ben Worth</b>	Ben has placed suggestions for the job description for the General Education on The Point. This position is distinct from General Education Assessment.	ALT discussed and Ben will complete the revisions for these two positions and will bring them to the next ALT meeting.
<b>Advising-Vicki Wilson</b>	Vicki asked if Ben could develop a message for faculty to send to students as a “closing of advising” for students with directions as to how they can be served after priority registration has ended. After a lengthy discussion and the announcement that Diana Martin will depart after May 12 <sup>th</sup> , the need for post priority registration is needed and not necessarily deferred until late registration.	Ben reiterated that the new advising model (assigned advising) is located on QuickView. ADs should explain the model at the next division meeting. ADs will review the model and give Ben feedback to update notes before the next division meetings.
<b>Honoraria for Guest Speakers- Vicki Wilson</b>	Vicki brought to the table again a request for honorariums for guest speakers.	We could possibly add funds for honoraria for speakers to a division’s budget. ALT PD subcommittee with meet and discuss a resolution.
<b>ME/EE Faculty Merit-Dave Hellmich</b>	Dave discussed the Merit Process. KCTCS discussed a separate dollar amount for ME vs. EE merit bonuses.	Merit Bonus should be equal for either ME or EE.
<b>KCTCS Customer Service Philosophy Volunteers-Dave Hellmich</b>	A regional meeting to discuss Customer Service Philosophy. This could be an opportunity for younger faculty to participate to view how the system operations occur.	ADs should try to identify faculty that could participate. Collect and send names to Dave. The meeting date is March 22 <sup>nd</sup> 1-4 pm at systems.
<b>Room Division Priority and Room Capacity-Dave Hellmich</b>	The room allocation file is located on The Point. If you own a room please verify what number that room actually holds. The file will eventually be housed in the “Backpack” on The Point.	ADs work with coordinators to have the actual capacity of the room. ADs need to review and collect changes and turn into Dave by March 20 <sup>th</sup> .
<b>Allocation of Classroom Furniture Funding-Dave Hellmich</b>	Furniture will be moved to Leestown or Cooper once Regency is closed. Approximately 12 classrooms could be changed out.	ADs let Dave know if you <b>DO NOT</b> want a specific room’s furniture changed. The deadline is March 20 <sup>th</sup> .

<b>2012-2013 Perkins Budget-Dave Hellmich</b>	Perkins lists should have been turned in to Mike McMillen by today.	ALT will meet regarding PERKINS allocation March 20 <sup>th</sup> .
<b>Ongoing item(s) Update</b>	NONE	
<b>ALT Calendar</b>	<p>Faculty Council has been moved to this Friday March 9<sup>th</sup>.</p> <p>New and not so new Coordinator's meetings are schedule from March 23<sup>rd</sup> and April 20<sup>th</sup> respectfully.</p> <p>The DOM for Humanities will be posted soon.</p> <p>The Foundation of Excellence reports are completed. There could be a course, "College Success" required.</p>	<p>ADs need to attend and encourage faculty to attend as well.</p> <p>ADs need to have coordinators put these dates on their calendars.</p>
<b>Added Agenda Items</b>	<p>Sandy made an announcement for Linda Faul for programs to turn in the names for their Outstanding Student Program Graduate</p> <p>Ben Worth is still looking at an open time (12:15-1:00) during the day to allow students and faculty to attend scheduled functions or events.</p>	<p>Deadline to turn into is March 23<sup>rd</sup>.</p> <p>ALT will continue to discuss.</p>
<b>Adjournment</b>	Meeting was adjourned at 3:40 p.m.	
<b>Next meeting</b>	Tuesday, March 20, 2:00-4:00 Regency Campus 100 Facilitator, Ruth Simms & Recorder, Ben Worth	