

Academics Leadership Team Meeting Minutes

Date: October 4, 2011

Time: 2:00

Facilitator: Ruth Simms

Recorder: Vicki Wilson

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

Agenda/Issue	Discussion	Action
iPads	Ruth did a jig and Greg sang upon discovering the iPads waiting for all on the table.	
ALT Minutes	September 27 ALT meeting minutes were approved with minor changes.	
Essential Agenda Items	Promotion (Ruth Simms), KCTCS Application (Ben Worth) and KCTCS Distance Peer Team (Ben Worth) were added to the agenda.	
AdvisorTrac Updates/Follow-ups	<p>Ben Worth gave an update on the current status of assigned advising. He reported the college is working with officials at AdvisorTrac with problems. He emphasized if any student has been incorrectly assigned, please urge advisors to work with the student as best as he/she can, seeking assistance as necessary. In the future we will work to get the program plan accurate for students so that they will have the correct advisor.</p> <p>Rebecca Simms had questions about Opportunity College students being assigned to her and what happens to them once they graduate from High School. Ben will work with her.</p> <p>There was a brief discussion on how to make good use of tools in AdvisorTrac when it was noted that there was little time to make notes, etc.</p> <p>Ben suggests that Cindy Tucker and Wendy Bolt meet with us at the end of the priority registration advising period to discuss what worked/what didn't work while items are fresh in everyone's mind.</p>	
Leestown Parking	Karen Mayo clarified that faculty with UK "E" hang tags could park in the faculty spaces at Leestown.	
Security Cameras	Vicki Wilson reported that additional Security Cameras were to be installed on all campuses according to a faculty member serving on the Behavior Intervention Team. This faculty member thought this should be announced college-wide	Dave will make the request.

<p>Dry Erase Board Markers</p>	<p>Vicki Wilson requested that the college have the cleaning crew provide dry erase board markers in the classrooms as needed in the same way that they stock the rooms with chalk as needed. She did acknowledge that chalks sells for \$.37 for a package of 12 vs. \$12.02 for a 12 pack of dry erase markers. However, it was noted that faculty should be supported in any classroom with basic teaching tools. The current method of expecting instructors to bring their own to class leaves many scrambling at the last minute to get one, or forgoing the use of the dry erase board during class.</p>	<p>Dave will make the request.</p>
<p>Fifth Friday Post Mortem</p>	<p>There was an open discussion regarding the positives and negatives of the Fifth Friday Event in September. It was emphasized that the purpose of these events is to build community and promote a positive climate/culture. The next one is in March and will likely to be on Cooper. ADs were asked to encourage faculty to attend and to be role models in setting a positive tone for the events.</p>	
<p>Supporting Speaker Series</p>	<p>Dave noted he is disappointed with how few folks are in attendance for the various speakers we have on campus. The outstanding speakers we have each semester promote us as a college and puts a positive focus on our academics. We were urged to have faculty encourage students in their classes to attend and take advantage of the opportunities.</p>	
<p>Annual Planning</p>	<p>Dave reminded us to make sure the folks in our divisions and areas have their annual planning process completed and posted. ADs need to review the posted plans.</p>	
<p>FT/PT Faculty Data</p>	<p>The deadline for sending Dave the changes/corrections/etc. to this data is Tuesday, October 11. You can email it to him or supply him with a hard copy.</p>	
<p>Workgroup Updates:</p> <p>ALT-ITS Workgroup</p>	<p>Ben Worth reported on the work of this group and discussion followed.</p> <ul style="list-style-type: none"> • Printing Problems – protocol needs to be established regarding to whom to report printing problems when they arise • Printers - final list of where printers are located is coming soon 	

<p>Essential Agenda Additions:</p>	<ul style="list-style-type: none"> • Report current printer issues to Luv • Jenny Jones heard that faculty needed to have \$ added to accounts in order to print; Dave said there has been absolutely no communication regarding faculty having a limited amount of funds for printing • Drop-Box – not FERPA protected; only use with public information • Bring ITS in on big tech changes – such as the purchase of iPads <p>Promotion: Ruth Simms has a new Promotion Notebook Checklist that she will be sending out to us; we were reminded that the lists for “Considerations for Promotion” need to be updated; Ruth noted that there is little difference on these lists regarding Educational Leadership for Associate and Educational Leadership for Professor. Discussion on these items occurred. We were told each of us needs to find a sample PPE for the “PPE Range Finding” meeting on October 20.</p> <p>KCTCS Distance Learning Peer Team: Ben Worth provided an update from this group.</p> <ul style="list-style-type: none"> • Pearson Publishing has a Blackboard-like product • Major Bb upgrade will occur this summer • Proctored exams are moving from Jefferson database to KCTCS “The Point” – preparations are being made if there are problems with mid-terms as a result of this change • Developmental “Learn on Demand” classes are becoming available: Math is here now; Writing is coming soon; Reading will come later in the semester <p>KCTCS Application: Ben Worth indicated there is work going on to remove programs from the BCTC application that we do not offer. Ben would like us to pretend we are a student applying at BCTC and take a look at the program choices there. Send any changes you would like to see happen to Dave.</p>	<p>Review the application process</p>
<p>Adjournment</p>	<p>The meeting was adjourned around 3:30 so that Ben could give us some instructions on how to operate our new iPads. He will send out more instructions and apps we can download before the meeting next Tuesday.</p>	
<p>Next meeting</p>	<p>Tuesday, October 11 at Regency Campus</p>	