ACADEMICS LEADERSHIP TEAM Date: Oct. 18, 2011 Time: 2:00 p.m. – 3:35 p.m. Facilitator: Ben Worth for the absent Diana Martin Location: Leestown Board Room Present: Bonnie Nicholson, Sandy Carey, Debbie Holt, Charles James, Mike McMillen, Ben Worth, Paul Turner, Jenny Jones, Karen Mayo, Greg Feeney, Tammy Liles, Vicky Wilson, Rebecca Simms, Marty Baxter, Ruth Simms Agenda/Issues Discussion Meeting was called to order at 2:00 Approval of 10/11/11 Minutes approved.

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Approval of 10/11/11 minutes	Minutes approved.	
AdvisorTrac Follow-up	 Ben Worth conducted a review of the use of AdvisorTrac and assigned advising. AD's are to review data to consider: Is 40 the correct cut-off for the number of advisees per advisor? Does the Crosswalk found on Advising Quickview need to be reviewed. Are the programs used for assignment correct and do we need to eliminate programs not offered at BCTC? The advising evaluation link has been added to AdvisorTrac. 	AD's send list of considerations to Ben for Nov. Advising Meeting Ben will provide advisortrac training Friday morning prior to Division meetings.
FY Budget Updates	Bonnie Nicholson provided a handout from Dave Hellmich that indicated the approved non-recurring equipment list from LET. AD's and DOMs will receive a budget string from Luv so that they may begin ordering the approved equipment. Furniture items need to go to Rob Knight for approval prior to purchase. It is recommended that next year, all equipment requests be on one list so that confusion is reduced. Faculty requests will be discussed at the Oct. 25 th meeting.	
Ongoing Items	ALT/SDEM workgroup: Will meet Thurs. Oct. 20: The major item for discussion will be the new regulations for financial aid. Nov. 15 is the deadline for SAP appeals for students being denied financial aid for Spring 2012. This group was also asked to look at the process for lifting prerequisite holds during the enrollment process. Some prereqs are not recognized in Peoplesoft.	
Division Meeting Topics	 5th Friday: the next 5th Friday event will be geared toward the QEP and can be used to complete the required QEP training requirement for PPE. Debrief on advising Advisory Committee information should now be posted to the "S" drive. 	
Essential Additions	Online Credentials: credentials for faculty teaching online will be posted to a central database as all online faculty are considered to be adjunct for any college. Credentials will be posted for use during accreditation visits. A list was provided of faculty who need	

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	 to have credential files updated. Greg Feeney requested that Clovis Perry be appointed for the next year as the coordinator for the Excellence in Teaching and Learning initiative. This was approved by the ALT. Ruth Simms informed the group that the new AA/AS guidelines were approved by Senate Council. She suggested that faculty receive training in the new guidelines as soon as Jan. Final Exams: When the committee looked at the schedule, they found it would be impossible to create a final exam schedule that will accommodate the faculty, student, or location as it pertains to hybrid classes. Continued review of the scheduling of hybrid classes will continue. Vicki Wilson expressed concern about students going into faculty areas to use copiers. It was suggested that the copier rules committee look at possibility of controlling. The request was made for clarification of the duties of the new operations manager (Rob Knight) and whose role it would be for smoking violation reinforcement (Security: Todd 	
	Gray).	
Next Meetings	 Special ALT – PPE Range Finding, Thursday Oct. 20, 2:00-4:00, Cooper Campus OB 210 NOTE: it was decided by the group that the Oct. 20 meeting should be on advising, and financial aid changes and the PPE range finding be postponed to Nov. 17 meeting. Tuesday, Oct. 25, 2:00-4:00, Regency 201 Facilitator (Paul Turner), Recorder (Sandra Carey) 	