

## Academics Leadership Team Meeting Minutes

**Date:** Nov. 1, 2011

**Facilitator:** Karen Mayo

**Time:** 2:00 - 4:00 p.m.

**Recorder:** Rebecca Simms

**Present:**

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

TOPIC	DISCUSSION	ACTION
<b>ALT Minutes</b>	Sandy Carey indicated that there are a few grammatical errors and she will send corrections electronically.	Approved as distributed with grammatical corrections to be made by Sandy Carey.
<b>Essential Agenda Items</b>	Greg Feeney - dual credit; Diana Martin - announcement, Ben Worth - advising evaluations, Vicki Wilson - reassignment of advisees	
<b>Advisor Track Updates/ Follow-ups</b>	<p><b>Ben Worth - Advising Evaluations:</b> Ben spoke with Larry laquinta about making these evaluations continuous throughout the year (fall and spring) for data analysis.</p> <p><b>Discussion:</b> Regulations only require one evaluation per academic year so additional evaluations are not necessary. Also, promotion candidates must have time for these evaluations to be completed and results returned.</p>	1) Continue advising evaluations for fall only and request that Larry laquinta provide results to promotion candidates by January and others in February

	<p>We would not want the evaluations for one academic year to be on PPE for two separate years. The Developmental Advising model doesn't allow for 2 week window to be advised - - they do throughout the year. Spring evaluations are not needed. If IR could provide results for promotion candidates by January, the other results can wait until February or March.</p> <p><b>Assigned Advisees:</b> Since many of our assigned advisees have not made an appointment yet to be advised, should faculty tell them to go to Advising &amp; Assessment Center after Nov. 11 or should faculty still advise them?</p> <p><b>Discussion:</b> Yes, faculty can still use their office hours to advise students after Nov. 11, even though they are not accustomed to this. Issues related to faculty continuing to advise after Nov. 11 were related to the students not being accountable. Students have been provided with multiple reminders about advising and priority registration. With that in mind, faculty have met their responsibilities - - should they be expected continue advising after Nov. 11, even when it is the students who aren't following up to complete advising? It seems that there is no down side for the student in our current</p>	<p>or early March.</p> <p>2) Assigned advisees - Will continue conversation on this later but for now, Ruth Simms will send ALT members a sample "reminder email" for assigned advisees. We can revise as necessary and share with faculty as an example.</p>
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	<p>Developmental Advising model. A lazy student still gets to be advised, although they do have fewer course options since prime time for advising will have passed after Nov. 11. It was suggested that faculty could send a gentle reminder to assigned advisees to encourage them to schedule and remind them of issues they may face by waiting late to be advised.</p> <p>Additionally, it was discussed that we are still trying to educate faculty about the new advising model and Advisor Track. Additional training should be provided not only to faculty and staff but students as well.</p>	
<b>Annual Changing Cultures Conference</b>	<p>A pre-conference workshop will be held on the Friday before this conference and one session will be on advising. (FT faculty can attend and use this to meet goals on PPEs) The date for this conference may change to weekend before or after last weekend of February.</p>	<p>Workshop on advising to be provided at annual Changing Cultures conference in early spring semester.</p>
<b>Prioritization of Faculty/Staff positions</b>	<p>Dave Hellmich sent a handout related to prioritization of faculty/staff positions to all ALT members via drop box. Disregard Allied Health numbers - still working on those. For all others, if the percentages enhance the argument, please use. All ALT members have 8 votes.</p> <p>Discussion of the need and justification for faculty/staff</p>	<p>Dave Hellmich to send out official results of voting on Faculty/Staff positions later in the week.</p>

	<p>positions from each division ensued. All ALT members were granted 8 votes and were directed to vote once for each position.</p> <p>Votes were tabulated and results will be sent out later in the wee.</p>	
<p><b>ALT Workgroup Updates</b></p>	<p>Karen Mayo - The Student Development /Academics workgroup will meet on Thursday of this week.</p> <p>Diana Martin - <b>Recommendations</b> of the Adjunct workgroup have been provided via Drop Box. These are as follows:</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Adjuncts, both contract and credit hour employees receive a 6.9% raise beginning fiscal year 2012-2013. This equals \$50 per credit hour for credit hour faculty. Estimated annual cost to the college is approximately \$500,000.00.</li> <li>2. Adjunct salaries are reviewed every three years.</li> </ol> <p><b>Justification:</b></p> <p>Adjuncts have not received a salary increase in ten years. Salary increase is necessary to remain competitive with our neighboring colleges.</p>	<p>Diana Martin will take her workgroup's recommendations forward.</p>

	<p>Dave Hellmich applauded this workgroup for its efforts.</p>	
<p><b>Essential Agenda Items</b></p>	<p><b>Reassignment of Advisees</b> - Vicki Wilson asked whether we can get these reassignments in Advisor Track by January. This can be done and Ben Worth will continue revisions up through mid-January.</p> <p><b>Greg Feeney</b> - Shared a dual credit handout from System Office Dual Credit Transformation workgroup working on dual credit from a system perspective. They would like a system wide discussion of DC and are requesting feedback on the action items on handout. Please provide no later than Wed. morning, 11/2/11. The BCTC Dual Credit Action Team will review later today and LET reviewed earlier this week. Two items to consider</p> <p><b>Diana Martin - Announcement:</b> James Goode indicated that over 1,000 students had been served in the Tutoring Center in October. Meeting adjourned.</p>	<p>Ben Worth to ensure advisee reassignments are made in Advisor Track.</p> <p>ALT members to review dual credit handout and provide feedback to Greg Feeney by Nov. 2<sup>nd</sup>.</p>