

Academics Leadership Team Meeting Minutes

Date: September 10, 2013
 Time: 2 – 4:00 p.m.

Facilitator: Greg Feeney
 Recorder: Debbie Holt

Present: Marty Baxter, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth
 Guest: Yasemin Congleton

Agenda/Issue	Discussion	Action
Advising Update Yasemin Congleton	<ul style="list-style-type: none"> Yasemin reported she had met with the extended campus directors to discuss advising issues. Two of the main issues are 1) KCTCS Call Center giving incorrect information to students— suggestion was made for campus directors to provide a “cheat sheet” giving information specific to their campuses; 2) some technical faculty are not comfortable advising gen ed students— suggestion was made to offer gen ed advising training in division meetings for Business, MIT, and TT; if only a few faculty need training they should pursue this on their own. Yasemin will be meeting with Student Advising Committee this Friday, 9/13. She offered to come to any division meetings throughout the year 	AD’s let Yasemin know if they want her to attend division meetings.
ALT Minutes from 9/3/13	Approved	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> Open Class Searches not showing campuses—Ben has sent this issue to Becky Stephens. Spring PM Schedule—the new meeting times for evening classes will be implemented for all campus for the spring. Newtown Schedule for Spring 2014—we should still plan to offer 25% of gen classes at Newtown for spring, but AD’s and coordinators may want to escrow some classes scheduled for Newtown and carefully monitor enrollments at Cooper. General Education Assessment—Dave will meet with Sandy Carey this Friday, 9/13. “Elevated” Advisor Status—Greg still has not come up with a “nifty” term for this, but will continue to apply his awesome brainpower to this task. Academic IT Support—ITS plans to use non-recurring funds to fill a position to assist Ray Mizell with IT Media. SAP Appeals/Financial Aid/Dropped Students—we need to do a better job publicizing deadlines to students—still much confusion. Concern was expressed over the notification of SAP appeals and the appeals committee not meeting until after the deadline to register for classes. Suggestion was made to develop a flowchart showing processes and deadlines. Update on No Shows—most faculty have verified rosters, but there are still many who have not. AD’s should continue to contact faculty in their divisions who have not get done this, using DOM’s 	

	as appropriate to assist. We need to continue to emphasize the importance of verifying rosters for all classes, not just the ones in which students who receive financial aid are enrolled. It was noted that dual credit students are not enrolled in classes until mid-September.	
Beginning of Semester Workgroup	Ben reported that this group will meet on Wednesday, 9/11. Items to be discussed include: <ul style="list-style-type: none"> • Lack of transcripts for advising during Late Registration • Student Drop/Reinstatement issues • Lack of Blackboard access for online students who are dropped • “Unfriendly” policies, specifically multiple drop dates, draconian late/reinstatement fees 	ALT recommends a meeting with Runan Pendergrast, Justin Ball, Lisa Bell, Palisa Williams Rushin, Dr. Julian to discuss these issues.
Fall II	AD’s and coordinators should continue to monitor Fall II classes. Dave referred to the e-mail he sent 9/9 indicating courses where increased capacity is needed. To adequately serve new students in Fall II, sufficient math/reading/writing developmental courses are needed, as well as FYE courses. Most in-person classes for Fall II should be scheduled at Newtown.	
Non-Recurring Budgets	Dave reported that Academics will receive \$500,000 in non-recurring funds to supplement current expense/travel budgets and explained the process by which these additional funds have been allocated to divisions. <ul style="list-style-type: none"> • Funds to cover printing will be allocated to divisions based on 75% of what was spent last year and will appear as a separate line item. • There will be no college funds for equipment or professional development this year. PD for those faculty actively in a promotion cycle has been increased to \$500 and will come out of division budgets. • PD also should be expanded to include faculty who have mandatory PE to maintain certification. • It was agreed that it doesn’t matter whether recurring or non-recurring funds are spent first. • Limited spending for food for advisory committee meetings can still be done. 	
Summer 2014 Schedule	<ul style="list-style-type: none"> • Dave noted that the Summer Schedule Creation Process will begin next week. The Course Analysis Team will provide room grids and a suggested number of sections to offer for classes. Vicki Partin will attend ALT meeting on 9/17 at 3:00. • Most summer classes should be scheduled at Newtown, with some courses that require special labs, such as Chemistry, scheduled at Cooper. Concern was expressed about students being able to have a full schedule at Cooper with such limited offerings. • Adequate support both inside and outside Academics needs to be available at Newtown. • Extended campuses will offer both Summer I and Summer II classes. 	
PPE Range Finding	AD’s should review PPE’s from last year and identify 3 from each division based on these criteria: <ul style="list-style-type: none"> • Clearly in a specific category—can be EE, ME, M, or NI. 	Send selected PPE’s with names and

	<ul style="list-style-type: none"> • Is problematic—could fall into either or two categories • Illustrates best practices 	comments removed to deans by 11:30 a.m. Friday, 9/13.
Cardinal Valley Elementary School	Volunteers are needed to read to classes at Cardinal Valley—10 are needed each month. This is an excellent External Service opportunity for faculty, and very rewarding.	Let Dave know of faculty/staff who are interested in this activity.
Coordinator Meeting Post Mortem	<p>Ruth reported the meeting went well. These issues were raised:</p> <ul style="list-style-type: none"> • Coordinators do not want Ombud information to be a mandatory requirement on syllabi—should be optional. • Who is responsible for scheduling added classes/finding rooms during the summer? 	<ul style="list-style-type: none"> ➤ Need suggested language regarding ombuds to optional inclusion on syllabi. ➤ The entire summer program—including scheduling and advising—needs to be reviewed.
FYE and Ombuds	<ul style="list-style-type: none"> • The success of advising students into FYE 105 classes this semester was noted, as well as Kathi Crowe’s excellent leadership of the FYE program. • The role and function of ombuds was discussed. It was noted that ombuds are unique to BCTC and they are not included in the official appeals process; however, they do serve an important function in advising students and preventing many appeals from being filed. 	
Honors Program	While the Honors Program is currently housed in Humanities, it is a college initiative. Coordinators should work with the Honors Coordinator to ensure classes are scheduled that are needed by the Honors students. There is a group function in PeopleSoft which could help in tracking Honors students.	
Visiting Students	Debbie reported that the Chinese visiting students do not have KCTCS e-mail or access to Blackboard where course materials and resources are stored, as more course content is presented only in a digital format. Suggestion was made to use the Test Student feature in Peoplesoft. The possibility of enrolling visiting students in Workforce classes was also discussed.	Ben will contact Workforce Development on the viability of enrolling visiting students in

		non-credit WF courses which would allow them access to Blackboard.
Ongoing Item(s) Update	<ul style="list-style-type: none"> The following calendar items were reviewed: <ul style="list-style-type: none"> Sept. 10 2nd proof of Spring 2014 schedule due to Registrar Sept. 13 Final Fall PS course updates complete Sept. 6 Dave sends final proof of Spring 2014 Schedule to ALT Sept. 19 ALT Reading Discussion at Joseph-Beth 	
LET/Academic Council	No report.	
Next Meeting(s):	ALT—Tuesday, September 17, 2:00-4:00, Newtown Campus, Facilitator (Ben) & Recorder (Susan) ALT Reading Discussion—Thursday, September 19, 2:00-4:00, Joseph Beth	
Adjourned	4:10pm	