Academics Leadership Team Meeting Minutes

Date: November 5, 2013Facilitator: Rebecca SimmsTime: 2:00 – 3:30 p.m.Recorder: Tammy Liles

Present:

Marty Baxter, Greg Feeney, Mike Franklin, Jenny Jones, Susan Hayes, Dave Hellmich, Debbie Holt, Angie King, Tammy Liles, Bonnie

Nicholson, Ruth Simms, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth Guest: Chad Hayes			
TOPIC	DISCUSSION	ACTION	
ALT Minutes	Minutes from October 29 were approved.		
Phone Training Follow-up: Chad Hayes	ALT members voiced concerns about the new voicemail and phone system as we switched back to the Unity platform from Cincinnati Bell. Voicemail boxes being full and the procedure to delete messages from the phone and computer were addressed. Chad will be providing ALT "cutting edge technology" resource for ALT to work through and provide feedback.	Chad will send info to ALT soon. ADs should work with faculty to understand the new phone platform better.	
Follow Up from ALT Minutes	Ongoing items: Advisor status, SAP appeals, scheduling - nothing to report Immediate:		
	BCTC Adjunct Faculty Waiver- This program has been approved for a pilot status for spring 2014 to allow adjuncts to take up to four BCTC credit hours. Dave reviewed the proposed language outlining the application, process and deadlines. Process and roadblock issues were discussed.	Dave will revise the language to address concerns and send to ALT on 11/6 for additional feedback. The information should be sent to adjunct faculty this week by the AD and will include division specific processes. Rebecca Simms will take care of dual credit adjuncts.	
	Supplies for Adjuncts – nothing new to report Adjunct Contracts Tracking Process – Vicki reported that HR provided a spreadsheet of all contracts processed so that DOMs could check for and missing faculty names. Process seems to be working and anticipate it will continue.	Keep item on list Remove item from the list	

Clarification of FERPA Guidelines – addressed last week	Remove item from the list
with the chair of college awards committee	Keep as an ongoing item
Hold 12/6, 5 pm-? For the annual holiday gathering to be held at Bonnie's house. Email with details coming soon.	Be on the lookout for a tacky gift.
Dave expressed concern about the FC discussion on 11/1 concerning the inclusion of the Ombud information on the online syllabus checklist. He reviewed the role of Ombud and the institutional history for the role. There is some concern that faculty do not understand the role of the Ombud.	ADs are to educate faculty (both FT and PT) about the role of the Ombud. ADs were encouraged to invite one of the Ombuds to a division meeting.
Fall I student evaluations of instruction results are now being compiled and analyzed and will be available for ADs to see soon. The system online application committee is making an effort to included college specific programs. Check out Maysville CTC program plan webpage which might be used as a model for the system. The issue of conditional admissions is being discussed and colleges do it.	
differently across the system. Ben will get feedback from the Admissions office (Melissa Terry). There will be clearer language on the application to explain Learn on Demand / Learn by Term. BlackBoard Service Pak 13 is now available for testing. Ben emailed the link earlier today to eMentors and ALT.	
	College-wide Adjunct Awards – Angie and Susan have not had time to meet with the chair of college awards committee Hold 12/6, 5 pm-? For the annual holiday gathering to be held at Bonnie's house. Email with details coming soon. Dave expressed concern about the FC discussion on 11/1 concerning the inclusion of the Ombud information on the online syllabus checklist. He reviewed the role of Ombud and the institutional history for the role. There is some concern that faculty do not understand the role of the Ombud. Fall I student evaluations of instruction results are now being compiled and analyzed and will be available for ADs to see soon. The system online application committee is making an effort to included college specific programs. Check out Maysville CTC program plan webpage which might be used as a model for the system. The issue of conditional admissions is being discussed and colleges do it differently across the system. Ben will get feedback from the Admissions office (Melissa Terry). There will be clearer language on the application to explain Learn on Demand / Learn by Term. BlackBoard Service Pak 13 is now available for testing. Ben emailed the link

Ongoing Items	SDEM workgroup met and discussed issues with book order and book	
Update	vouchers. Book vouchers are made available for in person students only in	
ALT workgroups	the bi-term – financial aid issue. Kennedy's Book Store has a workaround	
	and is willing to work with BCTC students.	
Essential Agenda	Marty – requested \$90 to have a new scantron machine installed in OB 314.	
Items	Dave approved \$180.	
	Angie – will take college PD funds reimbursement issues to APT on Thursday.	
	OB 318 is no longer on her assigned rooms for fall 2014 – it has been	
	reassigned to middle college.	
	Susan – The college committee list changes that she submitted has not been	
	completed. Dave indicated that any changes ADs made to the college	
	committee list should be followed up with college committee chairs.	
	Vicki – requested date to complete request for new faculty. ADs should	
	meet with their respective dean by 11/22. Dave will bring recommendations	
	of new hires to the 12/3 ALT meeting. Include retirement replacements in	
	the request if necessary.	
Adjournment	3:30 pm	
	The next ALT meeting is scheduled for Tuesday, November 11at 2 pm	
	Facilitator—Jenny Jones	
	Recorder—Rebecca Simms	
	Reminder—APT meeting on Thursday, Nov. 7 2:30-4 @ Leestown	
	Conference Center	