

Academics Leadership Team Meeting Minutes

Date: January 20, 2015
 Time: 2:00 PM – 4:00 PM

Facilitator: Ben Worth
 Recorder: Tammy Liles

Present: Susan Hayes, Jackie Wiseman, Debbie Holt, Kevin Dunn, Greg Feeney, Vicki Wilson, Angie King, Bonnie Nicholson, Marty Baxter, Rebecca Simms, Ben Worth, Tammy Liles, Dave Hellmich, Steve Stone
 Guest: Yasemin Congleton

Agenda/Issue	Discussion	Action
Guest: Yasemin Congleton Advising Update	<ul style="list-style-type: none"> • Spring II advising is underway. • Yasemin reviewed late registration issues (signage at Cooper, web banner indicating all advising was at Newtown, the need for a designated over-ride person in each advising room). • All faculty completed their advising assignment. Any changes to the original assignment went through Yasemin. • The group discussed how technical faculty might be able to complete their advising assignment and be more respectful of their time needed on their home campus for lab prep. Ideas to explore include cross-training with other programs and gen. ed., limited advising days for technical programs. • There is a need for advising improvement. ADs are to encourage faculty to send suggestions for improvement to Yasemin. • There has been a small glitch with IPRE with the date for gathering the needed data for advisor assignments. • The group discussed the 12 week Spring II format. More spring II classes maybe needed. Room scheduling is an issue with Spring II as classes are longer than the hour fifteen minute time slot. Greg suggested a designated Spring II campus and schedule rooms during the development of the 16 week schedule. Debbie suggested making 12 week classes' hybrid, but meet twice a week with the remaining time online. The advantage is that these classes 	<p>SDEM discussed the same issues. Yasemin or admission staff can be the designated to complete over-rides.</p> <p>Yasemin will discuss with the advising committee.</p> <p>ADs encourage faculty input for advising improvement.</p> <p>Yasemin will send needed data and date to Dave. Dave will talk to Mary Forbes.</p> <p>ADs are to discuss the Debbie Holt 12 week hybrid initiative at division meeting.</p>

	<p>could fit the current room schedule, better fit 16 week student schedules, increase room efficiency, and possibly attract / market to a different cohort of students including UK. Training will be provided</p> <ul style="list-style-type: none"> • Praise for Yasemin!!!! 	ADs to share at division meeting the great work being done by Yasemin.
Minutes	<ul style="list-style-type: none"> • The minutes from 1/13/15 were approved. 	
Good News	<ul style="list-style-type: none"> • Alas, there is no good news. Bonnie and her family may be on family feud, but we are not so sure that is a good thing. 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Lexington Facilities Discussion (Dave) – Dave indicated that the new science building will most likely be between the classroom building and behind the administration building. This site poses some architectural challenges because of site slope, but there may be a second floor entrance and a plaza area developed. Although most of the building will be allocated for science, student development offices are planned for the first floor. • Transcripts (Dave) – Transcripts are at Leestown. See Karen Dearborn to review and have adjuncts send transcripts to Karen. (M 130) • Title III Grant (Dave) – nothing new to report • Attendance/Class Grades (Angie): Angie reported that she would have a draft for the next ALT. The statement is developing as more of a “best practice.” • Professional Membership Fees (Debbie/Dave): No additional progress since last meeting. • Master Teacher Seminar (Dave): Based on KCTCS criteria and ALT discussion BCTC representatives to the seminar will be as follows: General Education – Irene Camargo (nominee) and Tanya White (alternate); Technical – Mary Jones (nominee), Tammy Disco-Boggs (1st alternate) and Miranda Gibson (2nd alternate) 	<p>ADs review credential files, but call Karen first to schedule a time.</p> <p>Respective ADs will talk to nominees and help them to complete the application process.</p>

Essential Agenda Items	<p>Fellows Faculty (Dave): LET will be discussing new faculty hires soon. In an effort to increase faculty diversity, the minority fellows program will be done at the college level. Make Dave aware of any adjunct faculty that are good in the classroom, that we would like to hire full time and meets the fellows' criteria.</p> <p>Room Reservations (Dave): Academic representatives that can schedule rooms in ASTRA will now be posted on the web.</p> <ul style="list-style-type: none"> • Adult Ed, AO, Opportunity College, Library, Advanced Manufacturing and Trades, Allied Health: Will Hibbard • Humanities: Melinda LeMaster • Math and Statistics: Tonya Spivey • BCIS: Ginger Porter • Natural Sciences: Phyllis Cunningham • Nursing: Sharon Prather • CHLS: Mary Margaret Pendleton <p>Targeted Online/Cohort Classes (Ben): based on Ben's visit to AMT cohort in Georgetown, there is potential to develop contextualized online classes for specific cohorts. Needs additional discussion with coordinators and faculty.</p>	<p>ADs forward names to respective dean. Contact HR for specific diversity criteria.</p> <p>Vicki will add topic to the agenda for college wide coordinators meeting</p>
ALT/SDEM Workgroup	<p>Debbie reviewed the following:</p> <ol style="list-style-type: none"> 1) Signage at Cooper during late registration was discussed and addressed at SDEM meeting 2) 12 week Spring II advising started today. 2200 new applications received with 45% expected to enroll. May need more classes added. 3) 303 students from fall were eligible to receive full aid, but did not return for spring. 4) Drop for nonpayment occurred without major issues. 	<p>Refer to Vicki Partin's email about open rooms. Contact appropriate AD before scheduling in their divisions rooms.</p>
ALT/Business Workgroup	<p>First Meeting will be Feb. 4</p>	
ALT Calendar	<p>Jan. 20 – ALT members return 1st proof of Summer 2015 class schedule to Dave and Vicki Jan. 20 – Classes open for Spring II (12 week) late registration (2/10-12) due to Dave by noon Jan. 23 – Division Meetings Jan. 23 – PRNs for Associate Professor due in President's office by 3:30 PM Jan. 27 – Dave sends 1st proof of the Fall 2015 class schedule to ALT Jan. 27 – Initiate update of 2015-16 college catalog</p>	

	<p>Jan. 29 – Special ALT</p> <p>Jan. 30 – PRNs for Assistant Professor due in President’s Office by 3:30 PM</p>	
LET/Academic Council Updates	<p>Super Some Day - Monday, Feb 23, Newtown Campus</p> <p>APT retreat – April 9 at Georgetown Toyota Campus</p>	ADs check with faculty to determine if classroom visits will be allowed.
Division Meeting Topics	<ol style="list-style-type: none"> 1. Advising updates and reminders from Yasemin 2. A standardized 12 week hybrid option (fits 16 room schedule, student schedule friendly, optimizes room efficiency, training to develop ~2/3 in person and 1/3 online course) 3. Changing Classroom Cultures – encourage everyone to attend and register 4. Remind faculty to check rosters and review FERPA 5. Facilities Update – Dr. Julian will be holding facilities meetings to gather input as we transition to Georgetown and plan a new building at Newtown. 6. Credential files / transcripts are housed at Leestown M-130. Karen Dearborn is maintaining. 7. Super Some Day at Newtown on February 23. 8. Library hours extended to 7 PM on Cooper and Newtown. 9. IT help desk is now staffed until 7 PM 10. Personal Computing items (iPads, phones, laptops) audit begins next week. 11. Encourage everyone to complete peer evaluations. 	
Essential Agenda Additions	<ul style="list-style-type: none"> • Jackie- expressed concern that some faculty could complete their own peer evaluations. She will contact Larry laquinta to change. • Debbie – faculty member is concerned about student health issues. Liability was discussed. 	
Next meeting	<p>ALT —Tuesday, Jan. 27, 2015, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator (Vicki Wilson) & Recorder (Bonnie Nicholson)</p>	