

Academics Leadership Team Meeting Minutes

Date: January 27, 2015 Time: 2:00 PM – 4:00 PM		Facilitator: Vicki Wilson Recorder: Bonnie Nicholson
Present: Susan Hayes, Jackie Wiseman, Debbie Holt, Melanie Williamson, Kevin Dunn, Greg Feeney, Vicki Wilson, Angie King, Bonnie Nicholson, Marty Baxter, Rebecca Simms, Ben Worth, Tammy Liles, Dave Hellmich, Steve Stone		
Agenda/Issue	Discussion	Action
Guest: Robert Hinkle Student Evaluation of Instruction discussion	<ul style="list-style-type: none"> Robert Hinkle representing the Faculty Performance Committee who has been tasked to review and revise the Student Evaluation of Instruction document met with the ALT group to discuss concerns with the instrument. Mr. Hinkle explained the committee’s work and how the process has been transparent and faculty represented in all aspects of the work. He explained that the document had been to every division and was adopted by Faculty Council. The plan is for the committee to become a standing committee with the Faculty Council. Robert stated that a vote in November had been fairly split. He stated that the committee had welcomed faculty feedback as the committee attempted to have an instrument that students would understand and would be effective for faculty evaluation. He commented that the committee was open to further suggestions before Faculty Council vote. He requested that ALT provide feedback and ask questions. Certain divisions had multiple questions and discussion followed. There was concern that some divisions may have not seen the document until late in the process. 	
Minutes	<ul style="list-style-type: none"> The minutes from 1/20/15 were approved. 	
Good News	<ul style="list-style-type: none"> Debbie Holt was accompanied by Melanie Williamson who will take the reins replacing Debbie Fall 2015. Welcome, Melanie. ALT members look forward to having you join the family! Debbie wished to add the good news of one of her faculty, Stephany, who has created a commercial of ALE 8 1 that was on You Tube and she is in negotiations with the soda company. Way to go! 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> Facilities were discussed by Dave who has talked with Rob Knight and they continually work together with the goal of making positive changes at Leestown, i.e., Allied Health (or whatever the name will be with the AH and NS merger) and Nursing. At present the consensus is that Nursing and AH at Cooper will most likely relocate to Leestown. Title III grant – no news. Thursday, Jan. 29th – Special ALT meeting. Dave expressed the importance for ALT as leaders and the need to Kick Back and envision where the College is going. What do we 	

	<p>wish to see in 4.5 years? How do we work to impact having the best?</p> <ul style="list-style-type: none"> • Further discussion related to 12 week classes. Praise from Dave for Debbie as the originator of the idea for the 12 week classes. 	
Division Meetings Postmortem	<ul style="list-style-type: none"> • 12 week classes as recommended by Debbie was discussed and how days of the week can be adjusted for students to take in person or online classes within the 12 week perimeters. The 12 week model is good for hybrid and redesigning courses • The bookstore and prices varying for the same book was an issue as well as incomplete orders or wrong books. • Open Text Biology (OER) being used successfully by Natural Sciences Division. Books (online) are FREE and can be purchased by students. • Dave suggests forming an ALT panel of those who have used open, free texts – offer PD with Ben arranging. • No book stores available on all campuses • Poor use of faculty time for advising and this issue is to be discussed by Susan with Yazmin • SAP appeals still a problem in helping students and what is the faculty role vs student services • Ben states that SAP status is now on Starfish • Vicki brought forth a resolution from her division related to Dr. Michael McCall that he not accept the 2015 salary that he has been approved to receive. Faculty are contacting other KCTCS Colleges to get them involved in this resolution • Problems with No Shows being dropped and then put back in with no communication to academics division thus taking a spot that another potential student could have filled • No Naughty list release yet as has to be done manually 	Dave requests that 12 week classes be included at ALT next week so a concept can be decided upon.
New ALT Marketing Group Dave	Sarah Dudik and Laurel Martin – staff involved with marketing for programs. Dave recommends that ALT volunteers work with Sarah. Melanie Williamson, Angie King, Tammy Liles, and Debbie Holt will head up this workgroup	Dave will address this topic with Mark Manuel as he supervises Sarah
Proctored Exams Ben	Guidelines allow for only 2 proctored exams per course (these guidelines developed for all KCTCS colleges).	

Digital Literacy Susan	Some students have slipped through and not completed the required digital Literacy course(s) when otherwise ready for graduation. However if the student(s) has been continuously enrolled with no break in enrollment/attendance then there would not be a need to retake a course or the test (CIT 105 special exam) according to the Registrar. According to Melanie, CSIC faculty will make arrangements to test the students that need to meet this requirement if there is a group of them.	
ALT/SDEM Workgroup	Will meet Thursday Jan. 29, 2015	
ALT/Business Workgroup	First Meeting will be Feb. 4	
Share Point	Ben will be placing program plans into Share Point – will allow for easy access and editing. Should be available prior to registration	
ALT Calendar	Summer Schedule will be out before next Tues. Current or new reassignments will be discussed next week. Jan. 29 – Special ALT Jan. 30 – PRNs for Assistant Professor due in President’s Office by 3:30 PM Feb. 17 Carnegie Professor of the Year Nominations (think on our best!)	
LET/Academic Council Updates	None	
Essential Agenda Additions	<ul style="list-style-type: none"> • Vicki is planning for the Coordinator meeting. • Topics of interest: Introduce 12 week sessions, Perkins, Georgetown programs – Open Education Resources (OER), Student Evaluation of Instruction • Steve Stone – no one sorting mail an issue as Library mail is disappearing before reaching the library, i. e. Nursing Journal and other important articles. No apparent solution at this time • Ben – Star Fish discussion 	Requests Topic of value for the coordinator meeting
Perkins Michael Franklin (Guest)	<p>Mike explained tht there is Perkins funding and carry over monies. He went into detail with dates that ordering must be completed and turned in. Mike also outlined the Perkins criteria to qualify for these monies that are for technical programs. Each ALT member received a Planning Schedule handout with the dates and instructions for each step of procuring these funds if qualified. ALT members are to send their requests, quotes and BA 8 to Mike, Dave, Kevin Dunn and me in the next couple of days as time is of the essence.</p> <p>Dave wants each AD and Deans to reflect on needs for the next 4 years for Perkin’s funding. As there is an abundance of monies for PD this year, please ASK NOW and get forms completed. Can do up to June 30th. Earlier is better. Mike is asking for info to be to him in one (1) week!</p>	

	Equipment Budget – some funds left over and AMT has benefited with big ticket items much needed. Again if warranted, get quotes, and BA 8 to Mike in one week. For big items, Mike needs to know asap. Have available for Mike: Quote, BA8 and Vendor on a state contract.	
Next meeting	ALT —Tuesday, Feb. 3, 2015, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Marty Baxter) & Recorder (Vicki Wilson)	