

Academics Leadership Team Meeting Minutes

Date: April 28, 2015
 Time: 2 PM – 4:00 PM

Facilitator: Debbie Holt
 Recorder: Kevin Dunn

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

Guest: Gill Wheeler

Agenda/Issue	Discussion	Action
Minutes	The minutes from 4/21/15 were approved.	
Promotion Process Postmortem	Gill Wheeler reported a few issues and posed a few questions for the group. <ul style="list-style-type: none"> • Remind faculty to change the name and gender in their recommendation letters if using a stock letter for multiple candidates. • Make sure the candidate used a standard text body font and size. • Philosophy statement should address all areas of the notebook, not just teaching. • Candidates need to ensure items are in the proper locations within the notebook. • External service need to be described and documented especially if the activity is church related. • Does course leader count as leadership? ALT responded that it should be determined by the AD and be included in the PPE as such. Candidates should explain their leadership role in the promotion notebook. • Does required PD belong under position responsibility or PD? ALT responded that it would be under PD and not part of their teaching or advising position responsibilities. • Greg suggested that ALT start the discussion early in the year with candidates and within ALT. • Ben stated that since we own the evaluation documents that reports can be customized in whatever form we need them in. 	
Good News	<ul style="list-style-type: none"> • Rebecca shared comments from a graduate from Opportunity Middle College. The student had very positive things to say about the program and the college. Comments included their appreciation of the teachers, freedom in class, loved the lab sections, and challenged by the quality not the quantity of classwork. 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Reassignments for 2015-16 (Dave)—Approved as written with minor updates sent to Dave by Thursday. • New Horizons (Dave)—Dave sent an email from Miranda Hines for registration. Please send to the faculty in your area who have requested to attend. A few additional possible 	

	<p>attendees can also be forwarded the email.</p> <ul style="list-style-type: none"> • Digital Literacy (Debbie)—ADs reported comments from their divisions. Students need to be advised to take digital literacy early in their credential path. Upper level computer classes should apply to digital literacy. Digital literacy could be included into the FYE course. Faculty want to ensure a balanced state committee for digital literacy. Digital literacy should relate to the field the student is entering. • Curriculum Committees: Dave- Dave sent the list around to be updated with a few changes to be emailed to Dave this week. This version will be the final form sent to system office. • AD Summer responsibilities: Dave- Dave sent out a calendar template for approval with the addition of an “Advising & SAP appeal” line. Template was approved as written. AD summer schedule will also include the added responsibility of attending the freshman orientation sessions throughout the summer. 	<p>Greg will work to identify a potential faculty member to serve on the state committee. Preferably someone with computer and general education knowledge.</p>
<p>Follow Up from ALT Minutes: Faculty Membership on Promotion Committee: Jackie</p>	<p>Vicki: Ryan Kelly – Professor Jackie: Deanna Pelfrey – Associate Professor Susan: Nancy Bronner - Associate Professor Lise Roemmele - Professor Steve: Kathleen Richardson – Professor Terry Buckner – Professor Kevin: Tom Rogers – Professor Angie: Karen Mayo – Associate Professor Tammy: Chad Mueller – Professor Rebecca McCane – Associate Marty: Robyn Potter – Associate Professor Debbie: Drew Hunt – Associate Professor James Kolasa - Professor</p>	
<p>Follow Up from ALT Minutes: Budget Review Committee: Dave</p>	<ul style="list-style-type: none"> • LET is recommending that workload be reexamined for the next year (2015-2016) starting in the Fall semester. LET says that change is likely. • ALT’s opinion is that no action be taken until the Budget Review Committee has met and examined multiple areas across all parts of the college. • ALT also has concern about decisions being made this late in the school year. The main concern is that action is being taken with no faculty involvement or feedback. • R2T4 is still an area which can be improved. Nearly a million dollars returned for 2013-2014 and already \$511,000 returned for Fall 2014. The number of students with all E’s is also a 	<p>Ben will work with financial aid to formulate areas where</p>

	concern which might be an area faculty can address.	we can improve.
Division Meetings Postmortem: Dave	Angie's division: Expressed concerns with Dave leaving. What will the process be and how involved will faculty be in that process? Written a statement to be read during Faculty Council. Vicki's division: Raised concern about only having 2 potential faculty members on the Budget Review Committee (Debbie Holt and a Faculty Council rep). Jackie's division: Is it ok for faculty to take vacation and not attend the May advising sessions? Consensus was that faculty are allowed to take vacation after grades are due. Traffic for these advising session times were expected to be light.	
Curriculum Rollovers: Dave	Curriculum rollover form was passed around for approval (initial) and implementation date if different from ASAP.	
Spring Class Schedule Update: Dave	Due May 8 th to Dave	
New Travel Reimbursement Process 6/1: Dave	KCTCS will roll out a new online travel reimbursement procedure on June 1. Highly recommended that faculty needing to complete the form do so before that date. DOMs and faculty who travel frequently should be trained in the new procedure.	
Transcripts: Dave	For newer faculty who report they have ordered transcripts and they are "lost" should order them again and contact Dave with the amount BEFORE the 3 rd week in June. They will be reimbursed. After that time the offer is null and void.	
Leestown Middle School Partnership: Tammy	Tammy would like to continue the partnership, but see more involvement throughout the other divisions. All agreed that divisions can split up the work next year. All agree that the Natural science division has done an excellent job.	Tammy will generate a list of activities so divisions can choose which ones they will participate.
ALT-SDEM Workgroup Report	They will meet Thursday 4-30	
ALT-Marketing Workgroup	Medical assisting is highlighted this week, and CIT will be starting at the end of the week.	
Academics Leadership Team Calendar	The Regional Campus Spring 2016 class schedule meta-analysis; division room swap meeting was canceled as was the next (5-5) ALT meeting.	
LET Updates	<ul style="list-style-type: none"> Jay Box will be at BCTC Thursday, April 30 and will meet with APT at 2:30 at Leestown. Apr. 28 - Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean 	
Adjournment	Meeting adjourned at 3:59 p.m.	
Next Meetings	None until next year!!!!	