

Academics Leadership Team Meeting Minutes

Date: August 27, 2014 Time: 2PM - 4PM	Facilitator: Susan Hayes Recorder: Ben Worth
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Present: Angie King, Jackie Wiseman, Vicki Wilson, Tammy Liles, Kevin Dunn, Bonnie Nicholson, Rebecca Simms, Marty Baxter, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Dave Hellmich

Guests: Yasemin Congleton, Pam Bates (Proof of concept: Steve Stone able to open & edit 11:33 a.m. 8/27)

Agenda/Issue	Discussion	Action
Academic Advising Updates (Pam Bates & Yasemin Congleton)	<p>Yasemin provided a report on Fall Late Registration. Positives: all advising on one campus, presence of SDEM support. Problems: advisors attending when not scheduled (due to SignUp Genius and other errors). Recommendations for change: (1) check in table (complicated by lack of support staff), (2) locate all advisors on the same floor. Please send concerns to Yasemin.</p> <p>Other topics: Regarding 12-Week session: there is a lack of classes; however, more classes are being opened. Discussion of allowing technical faculty to advise general education and vice versa.</p> <p>Kudos to Yasemin for all her hard work.</p> <p>Pam Bates reported on 1K+ of new freshman who were advised and registered by SDEM. Pam offered a new assessment model: First Year Advisors, who advise incoming freshman through Fall, Spring and Summer. FY Advisors will largely come from the SDEM ranks supplemented by some faculty advisors.</p>	<p>ADs remind coordinators to submit updated program plans.</p> <p>ADs send to Yasemin names & email addresses of faculty who might be willing to serve as FY Advisors.</p>
Minutes	The minutes from 8/13/14 were approved	
Good News	Natural Science is teaming up with NASA to send students to Mars. . . Checkout the Ebony Nava interview: http://wuky.org/term/bluegrass-community-technical-college . . . Jackie, Kevin and Steve have returned to their second ALT meeting. . . adding/cancelling classes went well.	
Follow Up from ALT Minutes	Possible revision of PPE guidelines; Ft/pt faculty names to lead an Adjunct "Academy"; ALT/SDEM Workgroup membership; Feedback on full-time faculty being required to have one QEP PD sessions this academic year	Send Dave names of faculty (part time or full time) who could provide leadership in working with adjunct (communications, PD needs, etc.)
ALT Agendas (Dave)	Email agenda items to Dave. Put "ALT Agenda Item" in the subject line.	
Ombuds Update and	Kudos to ombuds for their good work. Feedback from meeting with the Ombuds: (1) the importance	Ben will look into

Recommendations (Dave and Greg)	of syllabus—it's a contract with students. (2) In some online courses, students will fail the entire course if they fail a proctored exam that only covers a small part of the course. This seems unfair. Discussion ensued.	best practices in setting up proctored exams.
Summer 2014 Class Schedule (Dave)	Dave sent out Summer 2014 data. This data will be used to inform the Summer 2015 schedule. Once again: Newtown is the default location for summer classes. Growth of summer online continues. Concerns raised about retention in summer online classes as well as term length.	Talk to coordinators about summer scheduling, esp. online regarding best term length for summer classes.
Operating Budgets (Dave)	No updates on non-recurring dollars coming to academics. While enrollments are down, we are (only) less than \$1M below Fall budget. *Professional Development Plan*: Technical PD will come from Perkins; general education from division budget. There are no college PD funds. ALT will continue last year's PD allocation process that favored faculty in the promotion cycle to the amount of \$500. Technical faculty not in promotion cycle are still eligible for PD dollars. No dollars are available to general education faculty who are not in the promotion cycle. No food purchases without pre-approval from Dave Hellmich.	
Program/Discipline Curriculum Committees (Dave)	Please communicate with system committee members that members should communicate with ADs prior to attending a meeting. If additional members must attend, the committee chair should send names to the appropriate KCTCS official. The decision on who attends these meetings is a division decision.	
College Communications with Adjuncts (Dave)	Care should be taken in crafting email to adjuncts especially in regards to staffing decisions.	
Academics Leadership Team Calendar	Dave emphasized the following deadlines: Aug. 26 ALT members return 1st proof of the Spring 2015 class schedule to the Dave and Vicki P Aug. 29 Coordinator Meeting IS CANCELLED Sept. 12 Dave Hellmich sends 2nd proof of the Spring 2015 class schedule to ALT Sept. 12 Final Fall PeopleSoft course updates complete Sept. 16 Dave and Vicki P submit Summer 2015 space allocation and class schedule recommendations to the ALT Sept. 19 ALT members return 2nd proof of the Spring 2015 class schedule to Dave and Vicki P Sept. 26 All Fall syllabi are to be filed on the server	

ALT Workgroups	SDEM-ALT Membership: Greg Feeney, Debbie Holt, Ben Worth, Jackie Wiseman, Steve Stone	
Essential Agenda Additions	<p>Parking. Discussions of Cooper parking problem. Could a shuttle help? Will UK parking turn a deaf ear to our needs?</p> <p>Committee lists. The committee list is almost done.</p> <p>SHEP. Students with intellectual disabilities. Rebecca Simms put out a request for faculty mentors for these students.</p>	Rebecca will send a description of the SHEP mentor position to ADs.
Next meeting	<p>ALT—Tuesday, September 2, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Ben) & Recorder (Susan)</p> <p>Special ALT on Facilities—Thursday, September 4, 1:30-3:30, Newtown Campus Conference Room 123</p>	