

Academics Leadership Team Meeting Minutes

Date: October 7, 2014 Time: 2 PM – 4:10 PM	Facilitator: Tammy Liles Recorder: Greg Feeney
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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

Guests: N/A

Agenda/Issue	Discussion	Action
Minutes	The minutes from 9/23/14 were approved.	
Good News	<ul style="list-style-type: none"> • Marty Baxter is still celebrating 50 + (or 60-) • Judy Druggan (MS) received a scholarship for a conference. • NS – Science Safari outreach event was a big success. An unnamed business was so impressed they are planning to make a donation to the new building. • NS provided breakfast to Ronald McDonald House (go NS!) • Greg mentally joined the meeting when Tammy called him out and reminded him he was to take minutes (the joy was evident in his reaction). 	
Follow Up from ALT Minutes	<p>On-line Class Maintenance and Review Process (Ben)</p> <p>Follow-up on Lexington Facilities Discussion and Transcripts (Dave) – no update</p> <p>Course Fee Model: Identifying Sections, Changing Faculty (Greg/Dave) – The following process was presented and approved:</p> <p>Process for assigning course fees:</p> <ol style="list-style-type: none"> 1. <i>Faculty indicate course fees in course scheduling process (simple yes/no in designated column).</i> <ol style="list-style-type: none"> a. <i>Final opportunity to indicate “yes” is in the 2nd proof.</i> b. <i>Once the 2nd proof is submitted faculty agree to teach specific sections according to course fee material.</i> 	<p>Ben will email ALT. ADs should forward with support to appropriate faculty (areas identified in his email). – Should emphasize this is being done for all online classes.</p> <p>ADs should communicate with division.</p>

	<p>2. <i>Course scheduling team sorts 2nd proof submissions and forwards courses with fees to registrar and bookstore.</i></p> <p>3. <i>Bookstore fills in fees and sends to registrar.</i></p> <p><i>Note: The order or fee related course materials need to be submitted before priority registration.</i></p> <p>Summer Schedule (Dave) – Dave reviewed process.</p> <p>Fall 2015 Class Schedule Parameters [attachment provided in agenda] (Dave) – Dave explained the 60/60 model, officially named the Jackie Wiseman model.</p> <ul style="list-style-type: none"> • Plan is to have 40% of needs (in high demand courses – shaded in attachment) open at Newtown and Cooper. • An additional 40% will be escrowed at these campuses, allowing ALT to quickly adjust to demand. <p>ALT response was supportive.</p> <p>Title III Grant [See agenda attached] (Dave) – Several members expressed concern over the amount of academic variable’s with what appears to be little voice in planning implementation.</p> <p>Blackboard Call Center Discussion (Dave) – Dave asked how the meeting with Bb reps went. There was strong academic attendance at the meeting. General reaction was there was not much resolved at the meeting. It was noted that if/when we receive Knowledge Base (referred to as KB) lists we should review them carefully. It was identified that Cathy Hart is the BCTC rep.</p> <p>QEP Liaison Committee (Angie) – Angie reviewed position description she had sent out for our last meeting. The point was made that the committee should consist of broad division representation (concern was expressed about it being Humanities heavy). The conversation developed into a more general discussion concerning what counts as leadership. Concern was expressed over looking at role vs. what a person does with a role and using those positions</p>	<p>ADs should send summer division grid (by noon Friday) if complete. If not, send spreadsheet. Final draft is due next Wednesday.</p> <p>Dave will invite Tanya to our next ALT meeting.</p> <p>ADs should read the grant before next meeting.</p> <p>Leadership should be place on future agenda.</p> <p>Current P&T chair should be invited to next meeting to</p>
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	<p>listed as examples as an all-inclusive list, rather than just examples (see: http://bluegrass.kctcs.edu/Faculty and Staff/Policy and Procedures/Academics.aspx –section 3.3, 10-Month and 12-Month Guidelines). We will revisit this.</p> <p>Starfish Flags (Ben) – There is a System meeting 10/8. Ben and group will take BCTC concerns.</p>	<p>discuss (idea is talk to chair at start and end of annual process).</p>
Academic Council Leadership Conference	<p>Dave announced it is cancelled due to budget constraints (not at the System Office but with the other KCTCS colleges). Folks should have received an email.</p>	
Sample 2013-2014 PPE Evaluations for 10/16 Special ALT Meeting	<p>He reemphasized the importance of this process.</p>	<p>ADs should send their respective dean 4-5 examples (you may edit out name and eval or just send entire PPE and deans will edit). Try to select an EE, ME, and M, as well as an NI or F if you have them. If you have any that you found challenging to rate, he encouraged you to send those.</p>
Advising and Tutoring	<p><u>Advising</u> Yasemin has been sending reminders on posting hours in Starfish. Both Yasemin and Pam should be sending additional emails on training.</p> <p>There will be another round of training on “division meeting Friday.” Ben asked if divisions would like Starfish training. Yep.</p> <p>There was a request for Yasemin to send info flyer out to students again.</p> <p><u>Tutoring</u> Student usage appears to be up. Becky Womack is improving detail in data collection process.</p>	<p>Ben will offer Starfish training.</p> <p>Rebecca will ask her to do so.</p>
Process for Submitting Electronic Student Forms	<p>The following was presented and approved.</p> <p style="text-align: center;">Process for Submitting Electronic Student Forms</p> <p>The following forms should now be submitted electronically:</p>	<p>ADs should communicate with coordinators and DOM (also let folks know Registrar’s Office no longer needs hard copies).</p>

	<ul style="list-style-type: none"> • Special Circumstances Grade Report (Grade Change form) • Incomplete Grade Report • Substitution/Waiver Request • Request for Special Examination for Credit • Graduation Audits (for technical programs—completed curriculum worksheets should be included) <p>Faculty should complete the appropriate form and obtain the required signatures from assistant deans/deans. Each assistant dean will determine the process within their respective divisions to scan and send the signed document to bluegrass.records@kctcs.edu.</p>	
Roster Confirmation	Debbie identified a significant glitch in the process: Many adjunct faculty are not notified because they are not on the distribution list until HR enters contracts. Debbie said Ginger has a work around. She maintains her personal contact list for adjuncts and emails them important information like this (they should have a KCTCS email address; they just won't be part of distribution list until contract is entered).	ADs should work with their DOM to set up similar process.
Reassigned Time	AD requested 3 credits reassigned time for Spring 2015 to support the math emporium initiative. After some discussion, it was approved for spring semester. It may be submitted for future reassigned time during the annual review of reassigned time (spring semester).	
Academics Leadership Team Calendar	<p>Dave asked ADs to let him know after the meeting if they knew of anyone interested in the Academic Dean position.</p> <p>The following items were highlighted:</p> <ul style="list-style-type: none"> Oct. 10 ALT members submit completed Summer 2015 class schedule room grids to Dave Oct. 10 Dean Search Committee Charged, 9:00-10:30, Newtown 213D Oct. 13-14 Academic Holidays (Monday-Tuesday Fall Break) Oct. 15 ALT members submit the Summer 2015 class schedule to Dave and Vicki P Oct. 21 Dave and Vicki P submit Fall 2015 space allocation and class schedule recommendations 	

LET/Academic Council Updates	<p>Default Management – Dave emphasized the importance increasing retention and reducing the delinquency and default rate and asked all to review the related agenda attachment.</p> <p><u>SaVE Act</u> – he asked members to review this link.</p> <p>Activities/Initiatives to Increase Inclusion</p>	<p>ADs should review</p> <ul style="list-style-type: none"> • Default mgmt attachment • SaVE Act link <p>ADs should email Charlene (copy respective academic dean) all activities/initiatives that promote inclusion.</p>
Essential Agenda Items	<p>Vicki encouraged ADs to review Faculty Council minutes, specifically the discussion related to the call center.</p> <p>Kevin encouraged ADs to pick up P&T notebooks from Bev.</p> <p>Debbie shared problems film program is having with equipment not being returned in a timely manner and asked about applying a late fee.</p> <p>Debbie also shared division concerns with the System’s approach to controlling System-level curriculum committees. System guidelines restrict faculty involvement. Significant concern was expressed over lack of System respect for faculty and faculty involvement. The heavy handed system involvement weakens discussion.</p>	<p>Steve Stone will help Debbie with this.</p>
Next meeting	<p>Special ALT: PPE Range-finding—Thursday, October 16, 2:00-4:00, Newtown Campus Conf. Rm. 123, Facilitator (Dave) & Recorder (Tammy)</p> <p>ALT —Tuesday, October 21, 2:00-4:00, Newtown Campus Conference Room 123, Facilitator (Susan) & Recorder (Debbie)</p>	