

Academics Leadership Team Meeting Minutes

Date: November 11, 2014 Time: 2:00 PM – 3:55 PM	Facilitator: Tammy Liles Recorder: Jackie Wiseman
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Present: Susan Hayes, Vicki Wilson, Greg Feeney, Debbie Holt, Kevin Dunn, Steve Stone, Angie King, Tammy Liles, Jackie Wiseman, Rebecca Simms, Marty Baxter, Ben Worth, Dave Hellmich
Guests: N/A

Agenda/Issue	Discussion	Action
Minutes	The minutes from 11/04/14 were approved.	
Good News	<ul style="list-style-type: none"> • Rebecca Simms reported the first student of Opportunity Middle College is to graduate in May with an A. S. degree • Ben reported that the online course reviews were going well - have great instructors here. It may be good to incorporate this review idea throughout all classes with a less intrusive atmosphere. 	
Follow Up from ALT Minutes	<p>Lexington Facilities Discussion - Dave reported having met with Rob Knight and OMNI architects last week. It is estimated that a science building would be approximately 55,000 sq. ft. There was discussion about what else could be there, considering various scenarios.</p> <p>Transcripts - Still in the process of having those moved from HR on Newtown to Leestown Campus.</p> <p>Title III Grant – Jackie, Angie, Greg, and Dave will be meeting later today.</p> <p>AH/NS Merger – Idea has been well-received. Concern was expressed about faculty having fewer slots for representation possibly resulting in less representation</p> <p>Non-recurring Budget Requests – Dave reported that funds will be allocated soon.</p> <p>Full-time Faculty Requests – Will be prioritized by Dave, Bonnie, and Greg on 11/13/14.</p> <p>General Education Assessment</p> <ul style="list-style-type: none"> • Vicki - reported feedback from coordinators stating that this process needs to be faculty focused, faculty driven, and faculty led, including faculty’s choice of topic. • Dave – we need to reform this gen-ed assessment committee; vision for the group is to develop an operational definition for the topic, submit survey of what people are doing already, establish best practices, decide on required PD’s, and work on a way to assess. 	<p>Marty, Tammy, Bonnie, and Dave will work on faculty representation and resources.</p> <p>Requests need to be turned in by 11/12/14</p> <p>AD’s are to send recommendations for senior faculty leader of this committee to Dave, Greg, and Bonnie by 11/13/14.</p>

	<p>Summer Bookstore at Newtown – It is not practical at this time, however, books for Newtown will be available at both Cooper and Leestown campuses.</p> <p>Attendance/Class Grades –Should we have a best practices list?</p>	<p>Angie, Marty, Ben, and possibly Jake will create a best practices list for this issue</p>
Faculty Council Financial Aid Discussion	Suggested incorporating financial aid topics into a variety of courses rather than just in FYE.	
Coordinator Meeting Debriefing	Vicki Partin and Sarah Galvin spoke at the meeting. Overall, the meeting went very well.	
Xerox	Greg informed us that Xerox is interested in offering some of our gen-ed classes on their site(s). They are interested in gen-ed transfer and helping students complete a four-year degree.	
Professional Membership Fees	Debbie reported tax concerns regarding individual professional memberships and similar expenses. She will forward information to ALT.	AD's are to get information from faculty regarding their annual costs of certifications, immunizations, professional memberships, etc. that are required of them to have their job. This information is to be reported to Greg and Bonnie by Monday, 11/17/14 at noon.
Ongoing Items	<p>ALT/SDEM Workgroup-will meet Thursday 11/13</p> <p>ALT Calendar – The following dates were highlighted:</p> <ul style="list-style-type: none"> • Nov. 18 Academics web content review – check for accuracy • Nov. 21 Division Meetings • Nov. 21 Classes open for Spring late registration (1/15-16) due to Dave by Noon • Dec. 5 4th Annual Thank-God-the-semester-is-over Gathering and White Elephant Gift Exchange at Debbie's house. Debbie will send directions and accept any cleaning assistance offers before that date 	
LET/Academic council Updates	Discussed success rates, possible reasons for some decline in rates, and retention numbers on attachment sent by Dave	

<p>Essential Agenda Additions</p>	<p>Tammy – staff PPE’s are difficult to fill out</p> <p>Tammy - Fall break change in calendar for Fall 2015 – ALT’s consensus is to recommend Thursday and Friday for fall break of that week rather than Wednesday and Thursday.</p> <p>Debbie – Expressed concern for the very low presence of faculty and staff at Newtown. It is embarrassing when there is a student need and no one there to send him/her to.</p> <p>Rebecca – Provided attachment showing % of grades earned in each grade category for Opportunity Middle College</p> <p>Angie – Does college have a policy concerning the maximum number of times a student can take a class?</p>	<p>Tammy will coordinate with Jane on a day/time to meet with AD’s to assist with this task.</p> <p>Dave will send ALT’s recommendation to Dr. Julian</p> <p>Debbie will check Senate rules and send out information</p>
<p>Next meeting</p>	<p>ALT —Tuesday, November 18th, 2:00-4:00, Newtown Campus Conference Room 123,</p>	