

Academics Leadership Team Meeting Minutes

Date: November 18, 2014
 Time: 2:00 PM – 3:20 PM

Facilitator: Susan Hayes
 Recorder: Steve Stone

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

Agenda/Issue	Discussion	Action
<p>Advising</p>	<p>Yasmin shared three ideas:</p> <ol style="list-style-type: none"> 1) Students not making appointments Students have just not gotten around to it, or are saving money for the Holidays 2) Pre-registration is down, but not too far down from last year Not many people have seen as much as half of their advisees. And so, there may be people who have not enrolled because they think they need to have a hold lifted. 3) Should advising be mandatory for everyone? Current model is not making anyone happy. Is it not working? Students want to see a subject-specific advisor no matter which campus they are on. Students are also changing their major very quickly in PeopleSoft now that they can do it. 600 new students in 12-week classes that need to be assigned advisors. <p>There are all sorts of advising models, but a majority of schools are using professional advisors, according to the research that Yasmin has done. JCTC has 20 professional advisors, for instance, but we are not yet sure what their faculty advising responsibility is. Assigning by last name is not uncommon, our old model. Committee was clear on wanting more professional advising, particularly on non-Lexington campuses.</p> <p>Students still don't know what Starfish is. Faculty may not know that Starfish can only send a limited number of emails. Yasmin suggests one email per page of students.</p> <p>The 16% of advising in most faculty PPEs also reflects office hours. Technical faculty and others are also doing a fair amount of visiting recruitment fairs.</p> <p>Students now want immediate response to their advising (and other) needs.</p>	<p>Pam Bates looking into what we can do to not be overwhelmed during finals week</p> <p>Yasmin will remind web group to put a banner on the web page about payment dates</p> <p>Take advising question to division meetings and have it be discussed. Anyone is free to send suggestions to Yasmin at any time.</p> <p>Do students hear a "voicemail box is full message"?</p> <p>Are students emailing and the email is not getting through?</p> <p>FYE is going to be educating about Starfish.</p>

	Yasmin shared some possible options. 2:30 p.m.	
Minutes	The minutes from 11/11/14 were approved. Moved & approved.	
Good News	<ul style="list-style-type: none"> • Brent Eldridge is now Dr. Brent Eldridge • (may be embargo'ed) Debbie Holt said Cindy Tucker is going to the Carnegie Award Center because she is the Kentucky Teacher of the Year. • Rebecca – Adult ED – new GED test, Kentucky has one of the highest pass rates on the new computerized test • Bonnie pointed out that the Equine department has been instrumental in creating a new international consortium, and a new scholarship program is the first tangible impact of this new international interaction • Math has been able to hire Amy Akima 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Follow-up on Lexington Facilities Discussion (Dave); OMNI Architects presented to LET. Leaning to a science building over other options. There would be roughly 14 additional classrooms in this new building. That decision will be happening in early December. Some discussion of the first floor of the existing Newtown building might have some classrooms diverted to student services functions. There will not be money for Laundry Building renovations in this round. More discussion about Tutoring. • Transcripts (Dave); Karen Dearborn is back, things should start moving. • Title III Grant (Dave); Dave Hellmich & Greg Feeney met with Tanya & Palisa. • FY 15 Non-recurring Budget Requests (Dave); Mindy is getting chart strings. Mindy is out of the office and will be back in January. Additional funds should be appearing in your budgets soon. • Full-time Faculty Requests (Dave); Failed searches will be redone. Approved but not filled due to a failed search means we may need to ask for additional funding in those areas. The next group includes departments that need to expand or maintain: ADN, Lexington (maintain enrollment), Business Administration Systems with Emphasis on Human Resources and Hospitality Management (new programs), Human Services/Social Work 	If there is feedback on this, needs to get to Dave by Thursday 11/20.

	<p>(expand enrollment), Medical Assisting (re-open program), Practical Nursing, Lexington (expand enrollment), Surgical Technology (expand enrollment) Third group is areas where are PT/FT ratios are discouraging.</p> <ul style="list-style-type: none"> • General Education Assessment (Dave); Dave is meeting with a possible chair. Need to have a rep. from every division. • Attendance/Class Grades (Angie); Marty, Jake Gibbs and Angie are going to meet to discuss best practices. Dr. Feeney clarifies this is for community colleges. • Professional Membership Fees (Debbie); Marty & Kevin provided spreadsheet. Due by end of the day Friday. • 2015 Fall Break (Tammy) Leon's email went out 	<p>Assistant Deans should be considering who from your division would be good to serve on Gen Ed assessment.</p> <p>Get your information to your dean by this Friday before you go home.</p>
Repeating a Course	Ben Worth has learned that the student has to complete (not withdraw) from the class. It is in the rules to require permission for the third attempt.	Recommend no official policy be created at this point.
Division Meeting Topics	<p>Advising Update; (agreed – fresh above) Course Fees; (talking about Cengage, MyMathLab – once they are set, have to use it) Closed Captioning (“when videos are being created by faculty to be used in the classroom, the closed caption option must be used/added to the video”) – Ben Worth has some options that might make it easier. The Library can help find items that are already closed-captioned; Title III; (abstract of the grant, rather than whole thing – hiring instructional designer in January) SEE (Student Enrollment Experience) Portal; Jill Page’s new resource New High School Graduation Standards; Rebecca Simms passed out AH/NS Merger; So people know General Education Assessment; If chair identified, will be notified 2015 Fall Break – as per Leon’s email New facility update – new building Learn On Demand – encourage BCTC students to take BCTC classes. Do not override students into LOD.</p>	

	Hold for a later meeting: Attendance/Class Grades;	
ALT – SDEM Workgroup	<p>Debbie Holt reported from the meeting.</p> <p>Applications are down 200 for Spring 2015, roughly 10%, from this time last year.</p> <p>New admissions application (all online) has been re-tooled and is back up. Technical programs need to check to make sure they are working well.</p> <p>FYE classes: a large number in Fall 2014 are dropping FYE 105. Not sure why.</p> <p>Repeat attempts of classes are not possible to track in PeopleSoft.</p> <p>LOD only versus LOD Hybrid. Impact on financial aid is huge, impact on registration is large. Direct to degree is another program which is being piloted in January, on a trimester basis.</p>	
ALT Calendar	<p>Nov. 18 Academics web content review</p> <p>Nov. 21 Division meetings</p> <p>Nov. 21 ALT members submit completed Fall 2015 class schedule room grids for the Regional Campuses to Dave; ALT members have completed the schedule's draft</p> <p>Nov. 21 Classes open for Spring late registration (1/15-16) due to Dave by Noon [see below]</p> <p>11/24-12/14 Student Evaluations of Instructors (all remaining classes ending by 12/14)</p> <p>Nov. 26-30 Academic Holidays (Wednesday-Sunday, Thanksgiving Break)</p> <p>Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review</p> <p>Dec. 2 Regional Campus Fall 2015 class schedule meta-analysis; division room swap [second hour of ALT]</p> <p>Dec. 4 ALT members submit Fall 2015 class schedules to Dave and Vicki P</p> <p>Dec. 5 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews</p> <p>Dec. 5 Faculty Council meeting 1:30-3:30, Leestown Campus</p> <p>Dec. 5 4th Annual Thank-God-the-semester-is-over Gathering and White Elephant Gift Exchange</p> <p>Dec. 7 End of class work</p> <p>Dec. 8-14 Final Examinations</p> <p>Dec. 12 Technical program coordinators submit Program Health Reviews to</p>	

	12/20-1/4 Assistant Deans/Deans College Closed	
Essential Agenda Additions	None were added.	
Next meeting	ALT for Thursday 11/20 has been cancelled, no meeting Nov 25 ALT —Tuesday, Dec 2 , 2:00-4:00, Newtown Campus Conference Room 123	