

**Academics Leadership Team Meeting Minutes**

**Date:** April 19, 2011 **Time:** 2:00 – 4:00 p.m. **Location:** Cooper **Facilitator:** Charles James **Recorder:** Greg Feeney  
**Present:** Marty Baxter, Sandy Carey, Greg Feeney, Debbie Holt, Charles James, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo, Mike McMillen, Vicki Partin, Paul Turner, Vicki Wilson, Ben Worth, Dave Hellmich, Bonnie Nicholson, Rebecca Simms **Guest:** Chad Hayes

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
<b>ALT Minutes (4-12-11)</b>		Approved as distributed
<b>Budget Deadline</b>	All requisitions have to be submitted by Friday, April 22 (earlier is better).	No division funds were returned to be reallocated.
<b>Faculty Merit Bonus</b>	Special ALT on Thursday, April 21, to decide Faculty Merit Bonuses. AD will bring all applicants' PPEs to have the signed final sheet added to those approved.	Sandy will bring copies of final approval sheets to be signed and affixed to PPEs.
<b>KY Converging Trends Conference</b>	ADs should send all names directly to Barbara Hoskins at this point.	Each program can nominate two faculty to receive registration.
<b>Assigned Winchester Rooms</b>	At least three conflicting Winchester room lists exist. The "real" list will be determined.	ADs of affected divisions will meet at 1:00 Thursday at Regency.
<b>Special Exams for Credit</b>	Some academic areas/ programs may not be appropriate for "testing out." All full-time faculty in a program/ area (inclusive of content experts) should determine if they deem it educationally appropriate to test for placement only.	Programs/ areas may determine whether students can test for credit or placement.
<b>Sabbaticals</b>	Offering half-year sabbaticals at full pay was endorsed by the ALT. A revised sabbatical explanation/ application sheet was suggested.	Dave will present the endorsement to LET. The revised Sabbatical document was approved.
<b>Kick-off</b>	One division suggested the Kick-off needs to be defined and focused or discontinued. Much discussion of the history and evolution (from PD to social event and back) ensued. Dave confirmed that the focus was both social and PD. A subgroup met and outlined possible breakout sessions of possible interest to faculty. Complications of location were discussed.	ADs send additional suggestions to Ben. Suggestions will be shared. Dave will convey concerns to LET.
<b>PeopleSoft/ Prerequisite Problems</b>	Ben shared a form the MS division has devised to notify those who can lift holds / Quick Enroll of a student whose prereqs cannot be "read" by PeopleSoft. Much discussion of how this can be modeled college-wide ensued.	Ben will work with James Hogan to devise a general form to be used by other coordinators/ ADs for similar student problems.

<b>PPE “M” Rating</b>	ADs were polled about faculty reaction to the “M” rating for those faculty on the high end of that scale. Several suggestions for presenting the information to faculty were presented and discussed.	ADs will remind faculty of the definition/ range of the rating, as appropriate.
<b>MA 109</b>	KCTCS will no longer consider MA 109 as a general education course (because UK has changed its general education status) beginning Fall 2011 semester.	BCTC will teach MA 109 in Fall, but switch to MAT 150 for all subsequent semesters.
<b>Adjunct Voicemail Options</b>	Chad Hayes confirmed that all adjuncts can have access to voicemail for receiving messages from students that will appear on their KCTCS email. He also confirmed that the College pays separately for each long-distance call and only those with BCTC office phones were routinely given long distance access codes for official college business.	Chad will work with DOMs to reinstitute the previous method for assigning adjunct voicemail access numbers. Adjuncts will not be given long distance access codes.
<b>Astra</b>	Some classrooms may be used by the division for open labs and other unscheduled activities that do not appear in Astra (because they are not in PeopleSoft). This can cause problems if the rooms are not identified.	Dave will work with Bruce Manley to devise a process for identifying and scheduling such rooms.
<b>Leestown Deliveries</b>	Faculty and staff at Leestown have been picking up their own deliveries at Leestown when they cannot wait for the week or more it may take when a work order is submitted.	The M & O staff at Leestown is short-handed at the present time.
<b>Division Meetings</b>	A list of dates for the 2011-12 monthly division meetings was distributed. Various meeting times were discussed (after 2:00 to accommodate teaching faculty and those in the New Faculty Orientation Series). Consensus could not be reached.	ADs are to send their preferred division meeting times and rationale to their Dean before next Tuesday’s meeting.
<b>Essential Agenda Additions</b>	On-line Directory Vicki P - - <b>deferred until 4-26-11</b> Advising Form Vicki P - - <b>deferred until 4-26-11</b> Summer ADs Tammy SPARCS Debbie	The list of Summer Ads will be distributed when finalized.  SPARCS were not designed to “filter” committee actions/ recommendations
<b>Adjournment</b>	Meeting was adjourned at 4:04 p.m. (or so; who knows without accurate clocks?)	
<b>Merit Bonus Meeting Next meeting</b>	Thursday, April 21, 2:00- 4:00, Regency 203 Tuesday, April 26, 2:00-4:00, Leestown Boardroom Facilitator: Paul Turner / Recorder: Tammy Liles	