

**ACADEMICS LEADERSHIP TEAM**

**Date:** 10/19/10    **Time:** 2:08 p.m. – 3:56 p.m.

**Facilitator:** Jenny Jones    **Recorder:** Dave Hellmich  
**Location:** Leestown Campus

**Present:** Sandy Carey, Greg Feeney, Dave Hellmich, Debbie Holt, Charles James, Tammy Liles, Diana Martin, Karen Mayo, Mike McMillen, Bonnie Nicholson; Vicki Partin, Paul Turner, Vicki Wilson    **Absent:** Ben Worth

Agenda Item	Discussion	Action
Essential Agenda Additions	Vicki Partin – Quick questions regarding new faculty; Rebecca Simms – Close the deal; Sandy Carey – Leadership sheets	
Fall II Registration/ Reimbursement	Vicki P conveyed a student’s concern about not being able to register until months after submitting an application. She was amazed to learn the very, very old information that there is no application fee. It was suggested rather than escrowing bi-term courses that the cap should be set artificially low so late registering students can access seats.	Debbie is taking the issue to the SDEM Workgroup.
Credential vs. Personnel Files	Vicki P asked whose responsibility it is to assure the part-time faculty HR personnel file is complete; she assumes this is the responsibility of the Assistant Dean. Bev Drake keeps a record of the completion status of this file. Dave emphasized that the credential file is of paramount importance to Academics. Clarification is needed with regard to what documents are required by HR and the role Academics plays in assuring the HR personnel file is complete.	Dave will follow up with HR.
Loss of a Home	Vicki W mournfully noted that OB 238 will no longer be available for CHLSS classes beginning Spring 2011 since the Dental Clinic will be expanding into that room. She emphasized that CHLSS should not solely bear the brunt of losing this room. Marty will check into the ongoing lecture schedule needs of his division and will talk with Vicki W about possible solutions. It was also noted that decisions having space implications need to come the ALT before being finalized.	
IT Workgroup	Greg reported that a link to the IT exam will be posted on the web; Dave added that he will email ALT a file containing the names of faculty and staff not having completed the exam. Concern was reiterated that new faculty and staff only have 24 hours to take the exam after their email accounts are activated. Also, a unified message system is coming soon and will be demonstrated at Thursday’s APT meeting. Jenny reported improvement in Business/Education labs being fixed.	Dave will emphasize to Ren and President Julian concern about the 24-hour timeframe for new faculty and staff having to complete the IT exam.
Honors Workgroup	Diana reported that she, Vicki W, Sandy, and Dave met recently to discuss the Honors Program; she will have a proposal ready for the next ALT meeting.	
SDEM Workgroup	Debbie reported that the group discussed financial aid policies, including federal changes. She reported the possibility of bringing forth a recommendation of the college not allowing new freshmen into bi-term courses since most of these students require developmental courses, in which they tend not to be successful. Concern was raised about financial aid/scholarship implications.	
Budget/Finance Workgroup	Jenny reported that her group will be meeting on November 4 <sup>th</sup> .	

Teaching and Learning Center of Excellence Workgroup	Sandy reported that membership has been completed and examination of best practices has commenced.	
New Program Workgroup	Bonnie reported that her group is considering various new possible programs as well as protocol for identifying new programs.	
LET	Dave reported that the full-time faculty and staff positions previously ranked by ALT are being ranked by LET this week. He encouraged everyone to emphasize to their faculty and staff the importance of completing open enrollment. He reported that Michael Ball confirmed the \$25,000 estimate of equipping all of the Cooper Campus with atomic clocks (concern was expressed about the reliability of this estimate) and that, based upon this estimate, he recommended to LET only classrooms where clocks are essential to instruction be replaced with atomic clocks. Finally, he noted that, as a testament to Rebecca's excellent leadership, the college will receive an inaugural Golden Apple Award from the Fayette County Public Schools for our successful partnership involving the Middle College.	Cooper Campus classrooms where clocks are essential to instruction will be identified by members of ALT.
Division Topics	The following topics were identified for sharing at Friday's division meetings: Open enrollment, IT exam, advisor and QEO training, 5 <sup>th</sup> Friday, spring book orders, and Golden Apple Award.	
Additional items:	<p>Sandy distributed two handouts ("Considerations for Promotion to Associate Professor" and "Considerations for Promotion to Professor) and reviewed revisions, which were accepted along with some minor additional revisions. She will email these documents to the ALT members.</p> <p>Vicki P asked about the New Orientation Program, which is different from orientations folks may have received in the fall. Also, she clarified that new faculty are to observe advising in the spring but do not have to in the fall.</p> <p>Rebecca announced the "Close the Deal" events that are planned at the regional campuses (see below) to assist technical high school seniors in transitioning into BCTC after high school graduation. She asked that we inform faculty at Friday's division meeting of these events and encourage them to contact her if they want to have a table set up for their programs to recruit students. Also, if they want to provide a short synopsis of their program, she will provide time for that.</p> <ul style="list-style-type: none"> <li>• Thursday, Nov. 4<sup>th</sup> – Danville Campus 5-7 pm</li> <li>• Tuesday, Nov. 9<sup>th</sup> – Winchester Campus 5-7 pm</li> <li>• Thursday, Nov. 11<sup>th</sup> – Leestown Campus 5-7 pm</li> <li>• Thursday, Nov. 18<sup>th</sup> – Lawrenceburg Campus 5-7 pm</li> </ul>	
Next ALT Meeting	October 26 <sup>th</sup> at the Cooper Campus.	