Academics Leadership Team Meeting Minutes

Date: August 30, 2011Facilitator:Rebecca SimmsTime: 2:00 – 4:00 p.m.Location: Regency CampusRecorder:Marty Baxter

Present: Marty Baxter, Greg Feeney, Dave Hellmich, Debbie Holt, Charles James, Jenny Jones, Tammy Liles, Diana Martin, Karen Mayo,

Mike McMillen, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth

Special guest: Wendy Bolt

Agenda/Issue	Discussion	Action
ALT Minutes	ALT minutes from 8/10/11 and 8/23/11 were approved.	Approved as distributed
Essential Agenda	Ruth Simms – Add/Drop issues; Ben Worth- Online Training	
Additions		
Assigned Advising	(handouts) Ben Worth - list of advisors was distributed. Most faculty will be limited	Prepare faculty for the
Update #1	to 40 advisees. If advisors in a technical program want to see all their advisees,	changes coming with
	indicate this with the code number 999 on Ben's list. In order to reduce the amount	advising. ADs need to be as
	of columns/names for programs with multiple certificates/diplomas within that	positive as possible.
	program, there will be a three letter code (for ex. EQS for equine) in order to group	
	for assigning advisors. For programs that are larger and have certain faculty who	Advisory Trac is faculty
	advise within that program, there will be a six digit code to link that program to a	driven change to the
	specific advisor. For example, CIT will be for the general computer program but	advising process.
	CIT-NET for the networking option. A link to Advisor Trac will be placed on the	
	faculty page to locate advisees and a link will be placed on the current student page	
	to help the student locate their advisor. This will be the only way for both students	
	and faculty to identify their advisors/advisees. Ben needs any changes in the	
D C	program codes to be sent by noon 8/31/11.	
Room Caps	Vicki Wilson- classes were scheduled in rooms that could not accommodate the	Coordinators need to be
	course cap. PS is not making the adjustment to match the room size to the course	mindful of the course cap
	cap. If the room cap changes due to furniture changes, that information needs to be	compared to the room cap
	placed in PS/Astra. If online caps are being exceeded, make Ben aware.	in Astra or when planning a
		class.

Commit to Complete College Fair	(handout) Cindy Baker-is organizing the fair along with the Phi Theta Kappa student representatives. Oct 10 th is the date for the fair in both the AT and OB bld. on Cooper Campus. Cindy plans to have the fair at other campuses as well. Cindy is seeking encouragement from ALT to have programs represented with tables for program info.	Stop by to sign up for supporting the commitment.
Gen Ed Credit Classes through Workforce Solutions	Vicki Wilson- was contacted by Ted Nicholson to have a course taught (PSY or SOC) for Kentucky Utilities (6-8 students) for college credit. Her concern was that someone out of academics is requesting courses to be taught. Vicki is asking if there is a process or can a process be put in place to set these courses up? Dr. Feeney stated that this is a great opportunity for the college to reach out to the community.	Dave and the Deans will meet with Ted to help develop a process to request a course to be taught.
Alternative Energy	Paul Turner- presented a proposal to offer a Solar/Photovoltaic Technology and Wind Systems Technology certificate at BCTC at the Leestown Campus. A similar program is in place in KCTCS at Elizabethtown. The program curriculum was discussed and many of the required courses are already being taught in other areas. This could possibly be developed as an evening and/or weekend program. The trainers are approximately \$160,000. The plan is to take this proposal to faculty council and start the certificates in January. This proposal received full support from ALT.	Dave will present to Dr. Julian and Paul plans to present to FC to start the program in January.
Hybrid Schedule Spring 2012	Ben- has a workgroup looking at when to offer the classes. Friday and Saturday course time may be the best home for these courses.	Ben will contact coordinators in particular areas to see if the gen ed needs are being met.
Web Presence for Transfer Areas/Programs	Ben- Barb Hoskins will help with placing transfer info on the college website. This will also help link the Gen Ed coordinators 'contact information and a link to their website.	Ben is working with Barb and the transfer center to make this information more available.
Equipment and Furniture needs	 \$250K available for equipment \$150K available for furniture Mike- All Perkins equipment approved from last year needs to be purchased by Sept 30th, 2011. This money was made available July 1st 2011. Other Non-Perkins equipment list needs to be generated and prioritize by divisions during the Sept 16th division meetings and forwarded on to Mike by Sept 20th 	The list of equipment needs to be sent to Mike McMillen by Sept 20 th Furniture needs from ADs to Deans for January purchase by September 2 nd . Need to redefine the purpose of Fall II.

ALT Workgroups	Karen Mayo-SDEM discussed Fall II. There are currently 1340 new applications for fall II as of Aug 24 th we still have a month to receive applications. There are more	Dave will meet with Vicki Parton to talk about data she
	students than courses available. Students are being admitted with few or no classes available.	can share regarding enrollment in Fall II courses.
	 Is there a need for a second application for Fall II to identify these students for Fall II classes? Should there be an application cutoff date? 	Karen will forward the report she received from
	 What do we base the cutoff date on? Open more Fall II classes? 	Vicki P.
	Change some Fall II courses to 16 weeks? Tammy Liles needs volunteers for her Workland Workgroup.	
	Tammy Liles needs volunteers for her Workload Workgroup No other ALT workgroups presented reports	
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Advisor Trac	Wendy presented the upgrades for the AT assigned advising program. She will be providing "training for the trainers" on September 9 th at 9:30 am and 1:30 pm at the Regency Campus.	Wendy would like each division to provide at least one-two names to be trained to be a resource for their own division.
Clarifications from previous ALT meeting	Divisions will not be purchasing their own paper but in order to receive paper for the division a work order must be completed through Frank.	
Essential Agenda Items	These items were tabled until the next ALT meeting.	
	Adjourned: 4 pm	
Next Regular	Tuesday, September 6 th , 2pm-4 pm @ Cooper Campus OB 210	
Meeting	Debbie Holt, Facilitator: & Greg Feeney, Recorder:	