Date: February 4, 2014 **Time:** 2:00 – 4:00 p.m.	**Facilitator:** Rebecca Simms **Recorder:** Tammy Liles	
Present: Kevin Dunn, Greg Feeney, Susan Hayes, Dave Hellmich, Mike Franklin, Debbie Holt, Jenny Jones, Angie King, Bonnie Nicholson, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth. Guests: James Goode and Ana Leon		
TOPIC	**DISCUSSION**	**ACTION**
Tutoring Center Updates	James Goode reviewed usage data and recent accomplishments that have occurred in the tutoring center. Highlights included • online math tutoring • biology tutoring at Danville and Newtown • partnership with Adult Ed • IMD tutoring at Newtown • Architectural Technology tutoring • tutor video training being developed for May 2014 pilot implementation • hiring a tutor who speaks fluent Arabic for 80 international students Ana Leon reviewed math faculty involvement in the tutoring center, the tutoring hiring process, online web portal and the tutor absence form that she has developed.	Email James if you would like a copy of the PowerPoint presentation or data report. Contact Ana if you would like to use her tutor absence form.
ALT Minutes from 1/28/14	Corrections will be made to the minutes and will be brought to 2/11 meeting for approval.	• Brent Eldridge (spelling) • Kevin Dunn needs to be added to attendees list. • System curriculum lunch fiasco

Follow-up from ALT minutes	Ongoing Items – no follow-up Immediate Items - Peer Observation Proposal: completed 1/28/14 Focus Areas: Ben has met with Melanie Williamson and will be reviewing the possibility of evolving focus areas to pre-majors for specific universities starting with the UK and NKU pathways. Promoting Open-access Textbooks: Ben is working with Steve Stone to get more info to the faculty. Suggestion was to work at the division level to get faculty involved in exploring OER. Master Teacher Participants: Jenny Jones and Nancy Bronner have expressed interest in participating in this program. Update of 2014-15 college catalog/student handbook: Catalog needs to be reviewed and updates sent to Dave. Concerns were expressed about other aspects of the catalog and student handbook that SDEM oversees. Student handbook currently posted is for 2011-12.	Remove from the list Ben will follow-up with Faculty Council CRC chair – Rick Smoot. Dave will send Jenny and Nancy's names forward to KCTCS. Dave will follow-up with LET.
Essential Agenda Additions	Jenny Jones – 1 Ben - 1	
Supervisory Management	Dave reminded everyone that the last two modules of Supervisory training needed to be completed this semester. Please use Firefox as the browser to complete enrollment for the training on the Workforce development website. Employee Development- 2/12, 2/24, 2/28, 3/11 Change Management and Organizational Development – 3/20, 3/28, 3/31, 4/16	Register for the training modules.

Campus Closings	There was discussion about extending the semester to add more one more Sunday and Monday class due to the recent weather cancellations. Holidays (President's Day, etc.) were also suggested as possible make-up dates.	Dave will discuss with Dr. Julian, Deb Catlett in HR and CAO of other schools to get feedback.
Budget Update	FY 15 Recurring – special meeting of ALT to be held on Thursday (2/6) 4-5:30 at Leestown after APT. FY 14 Nonrecurring – Dave is working with Mindy to get a list of non-recurring chartstrings and procard charges. There should be no spending unless "absolutely critical" for students. Travel commitments should be honored. Mike indicated that travel funds were still available in the Perkins account for technical faculty PD.	All technical faculty requested PD should go through Perkins. Apply through the college PD committee (contact Miranda Hinds)
Regional Proctor Directors	Ben proposed that extended campuses have a proctor director to formalize and recognize activities that some faculty are already doing.	Item is tabled until after budget discussions
Academics Leadership Team Calendar	Summer schedule: The schedule was sent out earlier in the day. Review and send edits to Julie by Friday. Fall Schedule: Dave hope to have a draft at the end of the week. There will be a very short turnaround time for edits. Reassignment review: will occur after the special budget meetings.	Edits for summer schedule due to Julie Briggs on Friday 2/7
Master Room Grid	Dave pointed out that ALT must invest in this process and follow the rules to solve any conflicts with rooms. Don't send changes to Julie and expect her to solve the problem. Instead communicate with other AD's and come to an agreement that is then presented to Julie. Room changes at regional campuses should be taken care of through process that ALT has developed.	AD's should continue to use the process developed for identifying rooms.

Essential agenda items	Jenny – poor condition of campus' roads, parking lots and sidewalks discussed previously in campus closing. Ben – Starfish implementation ongoing and available this semester. BCTC will most likely be implementing in the fall. Faculty may get "flagged" messages from Starfish, if this happens ignore the message but let Ben know.	
Adjournment	Meeting adjourned around 3:40 pm. Next meeting Tuesday, Feb. 11, at 2 pm Newtown campus. Facilitator: Mike Franklin Recorder: Paul Turner	