Academics Leadership Team Meeting Minutes		
Date: August 27, 2013 Time: 2 – 4:00 p.m.	Facilitator: Paul Turner (for Mike Franklin @ KCTCS) Recorder: Bonnie Nicholson	
Present: Marty Baxter, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Sharon Breeding for Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Rebecca Simms, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth Guest: Yasemin Congleton, Val Zeps		
Agenda/Issue	Discussion	**Action**
Advising Updates Yasemin Congleton	Yasemin as guest presented an update related to advising (she has replaced Ben in the role of leading the faculty in advising). She reported positives of which there are many. Then the group shared concerns and she invited their feedback of issues and recommendations to resolve the issues. Summer advising had helped reduce the fall load. There is a reduction in staff advisors due to lack of funding. There will be two sessions for advising PD on 5th Friday. Please encourage faculty to attend as part of their PPE. Flexibility for ADs and Coordinators in their advising role was topic of discussion and how can it be better implemented to serve students and "take care of putting out fires" as well. Cooper faculty are to advise in the tutoring center during the first 3 days of class unless technical faculty who advise in their offices. Starfish, a new advisor track, is optional for BCTC this year so there can be observation and see if kinks to be worked out prior to next year. Yasemin recommends use of the carbon copy form for advising as then there is a record for different areas and easier to verify that students sign up for recommended courses as needed via placement policy.	Course options for late registration are to be discussed seeking solutions at a later ALT meeting. Bonnie will communicate with ALT and Yasemin and put her on the agenda as needed. Ben and Susan volunteered (the good ole souls that they are) to be a part of an ad hoc workgroup to look specifically at beginning of term issues.
ALT Minutes from 8/14/13	Read and approved	
ALT Reading Discussions	Dave reported that ALT will continue with its reading discussions at Joseph-Beth on the following dates: 9/12, 11/21, 3/13, 4/24. Note that 12th will be APT so the first date will be on 9-19. Dave sent the article to be read prior to our meeting.	
Academic Website	Dave stressed the need to keep the Academics website current. He has sent an email with attachments with 2 tabs for our review. AD's are to identify the content manager as the reviewer and identify the second person who performs the tasks of making the changes. Both these positions for	Ben will work with Tricia on some of these issues.

	faculty are excellent for internal service that is needed by all faculty. Tricia Platt who is located in the Learning Commons area in A Bldg. will replace the tasks that Barbara Hoskins did for Academics.	
Summer post Mortem Dave	Remarks from ALT: summer I is busier than summer 2 with hiring and SAP appeals. Yasemin will be working in her advising role next summer and that may ease some of the issues. BCTC needs to look at the number of full time people and their roles for the summer. Are they well utilized? Plans are to brainstorm and rethink the Summer Model.	Please if interested (and we will note who is not) show up one hour early for ALT continued summer discussion.
Ombud/Syllabus Checklist Dave	Excellent meeting with Ombud, Jake Gibbs - Cooper, Winchester and online (refers to Ben), Jennifer Peavley – Danville and Winchester, Karen Gauthier – Leestown. Should the college have Ombud information on syllabi and presented during student orientation?	Ombud information will be included as optional on the syllabus checklist and will be included in future student orientation sessions.
Open Class Searches Ruth	Concerns with this process as few classes available and locations for Leestown and Cooper are not identified causing problems with scheduling and being where students choose to be.	Ben is looking into this and will report back.
Spring 2014 Ruth	Scheduling issues for evening classes needs reviewing. Set schedule so that students may take M – W or T – R classes in sequential time.	Dave requests that a template to meet these needs be used for Spring 2014. ALT decided that M-W, 5:30 -6:45 and 7:30 – 8:15 pm be used and then can be reassessed in the future for best days and times for accessibility for students.
Perkins Grant Allocation to Divisions for 2013-1014	Concerns with process and not having feedback as both areas have needs with supplies that impact student learning. Mike at KCTCS at Perkins meeting today so feedback forthcoming.	It was noted that Mike could not make it to the ALT Meeting.

Debbie and Marty		However, he could make it to the Blue Stallion Watering Hole!!!! If you could not make it, then that is Your Loss!!! One of your best recommendations, Ben!!
Val Zeps, Faculty Council Chair	Val Zeps reported upon his arrival that he still needs names of committee members. He and others expressed concerns: calendar that is not student friendly for working with UK and various other faculty issues. Val says he is going to move around and visit the various campuses so he can speak with faculty. A major concern is the lack of available Tech Support. Debbie did give a testament to how Loren Zinc has worked with her and her area and volunteered his cell ph number for faculty to call for assistance.	Formal resolutions with faculty voicing concerns was encouraged by Dave. He also expressed BCTC needs to do more to be accessible and work with our UK neighbor.
New Cancellation Process Vicki	No major hurdles this time around. Pros and cons for the early drop.	
Ombud Contact in Financial Aid Vicki	Need a contact person that Ombud can contact with issues, i.e. financial aid	Dave spoke with Palisa and was informed to contact director of area of concern.
CRC Reminder	Vicki informed the group that the AD's are to formally via email inform the CRC Chair Rick Smoot when curricula	
General Education Assessment	This area now falls under the leadership of Dr. Sandy Carey.	Dave will speak with Sandy and seek an update for ALT.
Distance Learning Update Ben	Blackboard updates Academic web pages jumbled	Ben will work with Tricia to improve clarity.
Ongoing item(s)		

updates: DEM group – Greg Business group - Bonnie	Sept. 6, Program Coordinator Training 10 am – 12 non Leestown M120 Have volunteers for each group and well soon have meetings and provide reports to group	
Next meeting	ALT—September 3, 2:00-4:00, Newtown Campus Facilitator (Debbie Holt) & Recorder (Greg Feeney)	
Adjourned	4 pm and move quickly to Blue Stallion Brewery	Have Fun