

Academics Leadership Team Meeting Minutes

Date: October 8, 2013
 Time: 2:00 p.m. – 4:00 p.m.

Facilitator: Marty Baxter
 Recorder: Jenny Jones

Present: Marty Baxter, Yasemin Congleton, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Vicki Wilson, Ben Worth

Agenda/Issue	Discussion	Action
Advising Report from Yasemin	<ul style="list-style-type: none"> • Yasemin discussed advising needs indicating that there are too few general advisors thereby making it necessary for technical faculty to assist with general advising during late registration. At Leestown, technical faculty will spend 2 of their 8 hours of late registration advising in the general education area. A similar plan will be outlined for Newtown advisors. The concept of “mini pits” was discussed as a possibility. Trades and Technology advisors have sign-up sheets on their doors and are responsible for students knowing how and where to sign-up for advising. • It was also noted that AD’s should remind faculty to be in their assigned or designated areas during the times that they agree to be advising. • A few glitches remain with AdvisorTrac; continue to contact Jeff Herron for help with AdvisorTrac. • Master advisor training (elevated advising status) is being discussed; Yasemin will update ALT with plans. • A new document imaging system for transcripts should be available for Fall 2014. Master advisors will be trained to pull transcripts in designated advising areas. • PTK volunteers help in the general advising area and should be directed to send technical program students to technical advisors as possible. General advising advisors will help with technical advising as they can. • A suggestion was made that the AA/AS dropdown sheets be made available for students to keep track of their classes. • Jessica Foley is rearranging Advisor Quick View so that information is more easily and logically accessible through menus. 	
ALT Minutes from 10/1/2013	Approved	
Follow Up from ALT Minutes and Current Agenda Items	<ul style="list-style-type: none"> • SAP Appeals/Financial Aid/Dropped Students: The payment summit mentioned previously by Dr. Julian has not yet been held to discuss payment dates and drop dates. • Summer Scheduling and Advising: The discussion concluded with the decision that evening summer classes may be added as needed. Summer classes will be primarily at the Newtown campus. It was also noted that some disciplines may not have in-person evening summer classes as many students prefer online for summer. 	

Statement for Faculty: verifying rosters and reporting no shows	<ul style="list-style-type: none"> The roster verification process and directions are located through the following link: http://district.bluegrass.kctcs.edu/ben.worth/roster_verification.pdf A suggestion was made that the information provided in the PDF be disseminated on a regular basis in divisions and to adjunct faculty. This practice will reside in the academic policy and procedures handbook. 	
BCTC Adjunct Faculty Waiver	<ul style="list-style-type: none"> Dave reported that Dr. Julian is pleased with the proposal for adjunct faculty to receive a waiver for one class per semester. Dave will create the policy and procedure for the waiver which will likely follow a similar procedure as other presidential waivers. 	
Supplies for Adjuncts list and "Go to" locations	<ul style="list-style-type: none"> Supplies will be provided by the director of regional campuses for the Leestown, Newtown, Winchester, Lawrenceburg, and Danville campuses. The directors of the Winchester, Lawrenceburg, and Danville campuses will designate an area for the supplies so that they can be obtained by adjunct faculty before and after normal business hours. The supplies at the Newtown campus will be housed in the security office area. Tri will discuss with Mark Stapleton the supplies procedure on the Leestown campus since security will be involved. The adjunct faculty on the Cooper campus will continue to obtain supplies through the same procedures as they have in the past. List - The initial general supplies requested include: dry erase markers, dry erase erasers, dry erase board cleaner, pens, markers, pencils, batteries, scantron sheets, staplers, staples, paper clips, highlighters, post-it-notes, and paper. 	Dave will provide Tri with the list of needed supplies from the list.
Fire Drill Issues	<ul style="list-style-type: none"> Fire drills will be held the first two weeks of each semester and all APT members will be notified in advance per Rob Knight. 	
Adjunct Contracts Tracking Process	<ul style="list-style-type: none"> DOM's have met and Vicky Wilson will provide a report next week in ALT, 10/15/2013. 	Vicky Wilson will update ALT.
Academics Model for Adjunct Awards	<ul style="list-style-type: none"> A discussion to establish basic guidelines for division adjunct awards to be implemented in each division returned the following for consistency among divisions: <ul style="list-style-type: none"> The specific amount of an award will be determined by payroll so that the net amount of each award equals \$100. Awards will be given in each spring semester. Division adjunct awards will be implemented in each division. All adjunct faculty, including dual credit and clinical, will be eligible to be nominated for an award in the discipline in which they teach. The criteria specific to a discipline will be determined by each division. 	
Employee Directory	<ul style="list-style-type: none"> After a brief discussion, it was determined that AD's would ask in division meetings for faculty and staff to make sure that their information is updated in the employee directory. It was also noted that Rob Knight keeps an updated system for determining and planning moves. 	AD's will request faculty and staff to update their

		directory listing.
Access to Buildings on Cooper	<ul style="list-style-type: none"> There have been problems with card and key access to buildings during weekends. Security is implementing a designated door key box afterhours. Until resolved, if there is a problem accessing a building it was suggested to contact Todd Gray or other security personnel. 	
Clarification of FERPA Guidelines	<ul style="list-style-type: none"> After a brief discussion, it was decided that faculty may share student progress with the student who will then share as needed with a third-party requestor. On the FERPA form in PeopleSoft, students designate who will be using the FERPA release. This places the responsibility on the student. Rebecca Simms will send a copy of the letter used by her office and the directions for checking FERPA in PeopleSoft. 	Rebecca Simms will provide ALT with a sample letter and also directions for checking FERPA in PeopleSoft.
Distance Learning Updates: Ben	<ul style="list-style-type: none"> The fall evaluations have been outsourced; the outsourcing company is aware of the quick turnaround. Ben stated that classes with different end dates or outliers will include a time stamp so that evaluations completed after grades are submitted can be omitted. The use of the survey feature in BlackBoard was discussed as a possibility for outliers but it was noted that anonymity would be limited. The ad hoc technology team recently gave feedback on the technology goals with some concerns regarding the volume of data use for Netflix, YouTube, and other streaming video. During the spring semester the overlay will go live for students to search for classes at specific dates, times, and campuses. 	
ALT Workgroup Reports	<ul style="list-style-type: none"> Business workgroup is working toward a meeting date and time. No other updates. 	
Academics Leadership Team Calendar	Calendar items noted; no changes made.	
LET/Academic Calendar Updates: Dave	<ul style="list-style-type: none"> The architect students are working on an amphitheater on the Newtown campus. Demolition on the Eastern State building scheduled to come down is underway. The parking lot will be ready soon and furniture for the patio area on the roof should be in place in October. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Class cancellations are due to the registrar by today, 10/8. A class may be approved by the appropriate dean to be placed on a watch list until Thursday or Friday. Weekend tutoring was discussed and noted that Physics tutoring is on Sunday this semester as only one weekend day can be funded due to budget constraints. 	
Next Meeting(s):	ALT—Tuesday, October 15, 2:00-4:00, Newtown Campus Facilitator (Angie) & Recorder (Mike)	
Adjourned	Adjourned promptly at 3:53 p.m.	