

<b>Date:</b> November 12, 2013 <b>Time:</b> 2:00 – 4:00 p.m.		<b>Facilitator:</b> Jenny Jones <b>Recorder:</b> Rebecca Simms
<b>Present:</b> Marty Baxter, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Vicki Wilson, Ben Worth <b>Guest:</b> James Goode, Yasemin Congleton		
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
ALT Minutes from 11/05/13	Minutes from Nov. 5 <sup>th</sup> were approved.	
Tutoring Updates: James Goode	<p>James Goode provided an update on the Tutoring Center:</p> <ol style="list-style-type: none"> <li>1) Services are now provided on all campuses. The Cooper space has doubled due to demand, but they have already outgrown the space there. The hope is that the need tutoring services at Newtown will increase as student enrollment there grows.</li> <li>2) Electronic sign in is now required via iPad when students enter Tutoring Center. The database for this was developed in house. It is useful tool as it provides data on subject areas in which tutoring is provided, number of students utilizing Tutoring Center, total tutoring hours, tutoring numbers by campus, etc.</li> <li>3) Online tutoring assistance pilot in math – the first two clients were served last night and it went well. This was designed by Anna Leon with input from Robin Davis. We will complete the pilot and revise and expand if it works well.</li> <li>4) Video tutor training modules – are finally in place. Tricia Platt has developed some of these and they provide initial training for tutors. These are completed before tutors begin. Will provide to Disability Support Services tutors as well.</li> <li>5) If divisions who would like to have a tutor assigned to their area, they can contact Tutoring Coordinator.</li> <li>6) E-tutors are available for online students which provide asynchronous online tutoring. However, it is challenging to provide enough tutoring for online courses.</li> <li>7) Tutoring evaluations are conducted online before students leave each tutoring session.</li> <li>8) Thanks to the math division for allowing some faculty to hold their office hours in the tutoring center. This has been very successful.</li> </ol>	Encourage students to sign in when they receive tutoring so useful data can be compiled to further develop Tutoring Center services.

	<p>9) The Tutoring Center has been successful in removing the stigma associated with going to the Learning Center and seeking out tutoring.</p> <p>10) Thanks to Pat Lefler for developing the concept behind the Tutoring Center and getting it off the ground.</p>	
<p>Yasemin Congleton - Advising</p>	<p>Yasemin will send documents about topics she will discuss today to ALT to share at division meetings. Documents include:</p> <ol style="list-style-type: none"> <li>1) Increased Advising Percentage Proposal for PPE – some changes have been made to this proposal which Yasemin will highlight when she sends to ALT she sends. Also, she will seek input on this from Faculty Council Chair.</li> <li>2) Advising Manual which has been in place for a while but recently revised. Revisions include details on how office hours can be utilized and what advisors should do at end of semester.</li> <li>3) Academic Advisor Responsibilities document was revised as related to faculty members who wish to designate additional hours to advising. Also, a plan for students who make a request for advisor to complete Academic Plan and/or Graduation application were revised. Concerns were brought up about the fact that not all faculty are required to complete graduation applications anymore and wording in this document seems to imply that. AD's can discuss at division meetings and bring back any recommendations for changes in wording to Yasemin.</li> <li>4) No Show policy used by Advising and Assessment for advisees who schedule appointments and miss. It indicates that an advisor has the right not to reschedule with an advisee after two documented no-shows. Students may be directed to wait until Late Registration to be advised. Issues related to the student still being able to evaluate the advisor if they do this were discussed. Let Yasemin know if divisions recommend changes to this statement/policy after meetings on Friday. Advisors must document advisees who miss appointments in Advisor Track.</li> </ol> <p>Elevated Advisor Status – Yasemin provided an update from Jean Jackson.</p>	<p>Yasemin will send ALT documents discussed at today's meeting for review and discussion at division meetings on Friday.</p>

	<p>Henderson Community and Technical College developed online training modules for advisors that they are willing to share with BCTC. However, since some of the material is copyrighted, they will be delayed in sending until approval to do so has been received. These trainings can be used to fulfill PD requirements.</p> <p>A question was asked as to whether there will be any advisor/advisee reassignments with the push for year round advising. As long as student is continuing and hasn't changed program, advisors will remain the same. The issue is that many faculty are not seeing students in their program area if they are also assigned advisees outside of their area. Ben encouraged AD's to meet with him and Yasemin if this is an issue so they can review how current advisees are assigned and determine if changes should be made.</p> <p>A question was asked about technical faculty advising during late registration on Leestown and Newtown campuses in January. Yasemin indicated that Leestown technical faculty were being required to devote two hours out of the eight hours total required to gen ed advising. Also, Newtown technical faculty will provide advising in their offices but may have students sent to them for gen ed advising if the need arises.</p>	
ALT minutes from 11/5/13	Minutes approved.	
Follow-up from ALT minutes	<p>No updates for ongoing items.</p> <p>Immediate items:</p> <ol style="list-style-type: none"> <li>1) Supplies for Adjuncts –Dave provided details on the “go to” locations at each campus. Tri will provide materials for Regional Campuses and Newtown and Academics will provide for Leestown and Cooper.</li> <li>2) College-wide Adjunct Awards – Angie will have report next week.</li> </ol>	AD's to let their DOM's know of 'Go To' supply locations for adjuncts.
Essential agenda	Dave; Marty, Ruth, Greg	

items		
Online Grades	<p>Online grades – Dave: We as ALT required all faculty to post syllabi on Blackboard a few years ago; should we require them to use online grade book? Discussion: Advantages: online grades are reliable, easy to access, student friendly, keep students continuously updated on grade status, can promote conversations about grades and student performance, secure, accessible if grades are lost or stolen. Disadvantages: Some faculty like to record grades as they currently do and meet with students during semester to discuss grades instead;</p> <p>Starfish has potential to interface with BB and allow student grade info to be accessed to determine if interventions such as EARS should be initiated. (Instructors wouldn't have to be asked for referrals) We could also do data analysis to determine impact of interventions on grades. It may be able to assist with No Show reports by looking at last faculty contact by last grade posted. (Complicated but probably doable)</p> <p>BCTC distance learning advisory committee discussed the benefits of online grading at a prior meeting and had considered taking the concept to faculty council. Could help ensure we get grades from adjuncts and be able to check grades from prior semesters when adjunct is no longer with the college; grades get stolen or lost if hard copy is only format.</p>	Continue consideration of online grade books and bring back to ALT once we know more about Starfish integration.
BCTC Adjunct Faculty Waiver Pilot Question	Can faculty who enroll audit the class? Yes. Also, there is no tax implication for adjunct faculty if they take this class. Reaction from adjunct faculty when email was sent from AD's about this: math and dual credit faculty had expressed interested in this and some math adjuncts are already enrolled. Most other AD's had no interested expressed to them from adjuncts.	
Distance Learning Course Quality	PD for online instructors – Ben and Distance Learning Advisory group have reviewed PD offerings at other colleges for online courses. Many provide recertification of initial training as well as training to improve online courses. Ben is interested in what type of training that BCTC should provide but that would depend upon the discipline and type of courses taught, so it would be better to tailor training for	Ben will provide list of free PD opportunities to AD's that focus on improving online teaching.

	<p>faculty in each division. Due to that, Ben wondered if we should we inquire with faculty in each division as to how the PD they complete this year will support their online instruction/teaching. Should this be a strand within the changing cultures conference?</p> <p>Online course quality – Currently, the Quality Matters rubrics are in place for new BCTC faculty when developing courses online. Some colleges do periodic reviews of online courses as well. However, many times this is just busy work and does not promote strong conversations about course improvement. Some divisions have identified a course leader, not necessarily the Program Coordinator, who leads reviews of course quality for online courses and have valuable discussions about improvement. A point was made as to why this should be done for online courses and not in person courses. However, it may be that the course leader could do this for both online and in-person courses. The main concern for this conversation is with online courses. This provides another opportunity for faculty for leadership on PPE.</p> <p>Ben asked if we should implement Peer Observations so faculty can receive constructive feedback for course improvement. Feedback from ALT indicated that this would be useful if faculty had info on what details to focus on during observation and best practices related to this. Ben suggested an ALT subgroup be formed to discuss and develop. Angie, Susan, Tammy and Rebecca volunteered to participate.</p>	<p>Ben will develop draft of online course leader job description and bring back to ALT.</p> <p>Ben will plan a meeting for ALT subgroup to develop Peer Observation process.</p>
Distance Learning Updates	Ben had no updates.	

<p>Ongoing Items Update</p>	<p>SDEM is scheduled to meet Thursday so please send any agenda items you would like to include to Greg.</p> <p>Dave asked if Stop By, Get Started should be held at Newtown campus this year instead of Cooper. Most ALT members indicated that it should, however it is currently scheduled for Cooper.</p> <p>Dave requested that AD's speak with their Deans about any sabbatical requests they have this week. He will discuss with them at the Dean meeting next week.</p> <p>Dave indicated that the ALT reading discussion scheduled for next Thursday will be held at Portofino's.</p> <p>Reminders noted on the Academics Calendar:</p> <ol style="list-style-type: none"> <li>1) AD's should send list of classes open for late registration to Luv by noon on Nov. 22<sup>nd</sup>.</li> <li>2) Divisions should review their web page content and update if needed</li> </ol>	
<p>Essential Agenda Items</p>	<p>Dave: Dr. Julian sent an email about the holiday and retirement reception on the first Wednesday of December. Requested that AD's have someone from division to speak about retirees from their area.</p> <p>Discussion that Faculty Council Rules Committee is considering a recommendation to change from 12 week fall 2 to longer time frame. We should discuss at ALT as well.</p> <p>Question about whether ratings are provided during midyear reviews for faculty/staff with performance issues. All agreed that feedback on performance thus far is provided, but no rating is given during mid-year review. That is only provided at the end of year review.</p> <p>Marty asked if a faculty member in the promotion cycle could receive additional funding from academics for PD they earn participating as a non-voting member of the KY Board for their profession. It was discussed that they could receive PD funds from the division and from the college but must incur the costs for any additional</p>	

	<p>expenses.</p> <p>Ruth reminder AD's that Peggy Saunier is willing to speak at division meetings to review the new AA/AS degree requirements. This can be intimidating to a new gen ed advisor so contact Peggy if you want her to provide this service.</p> <p>Greg indicated that Brent Eldridge sent an email to ALT today regarding the Teaching and Learning Center Survey that was sent to faculty in October. Brent has received feedback from faculty on PD topics they would be interested in, so if we know of faculty who want to provide this PD, please recommend them to Brent.</p> <p>LRC at Leestown campus has a table at with a glass display case available if anyone would like to use it. It is in A-101 to the right as you enter the LRC. Greg will send a picture of it so let him know if you would like it.</p> <p>Division meeting items to discuss on Friday:</p> <ol style="list-style-type: none"> <li>1) Yasemin's point with advising – Technical faculty doing gen ed advising 2 hours in pit is mandatory for Leestown but not Newtown, at least for now. She will request assistance with gen ed advising at Newtown if the demand exists.</li> <li>2) End of semester duties – encourage faculty to get grades in as soon as possible due to SAP appeals, etc. and other end of semester items.</li> </ol>	
LET Updates	No LET updates from Dave.	
Adjournment	<p>Meeting adjourned at 3:55 pm. Next meeting Tuesday, Nov. 19<sup>th</sup> at 2 pm Newtown campus.</p> <p>Facilitator: Ben Worth; Recorder: Angie Davis</p>	