

<b>Date:</b> November 19, 2013 <b>Time:</b> 2:00 – 4:00 p.m.		<b>Facilitator:</b> Ben Worth <b>Recorder:</b> Angie King
<b>Present:</b> Marty Baxter, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Angie King, Tammy Liles, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth <b>Guest:</b> Veronica Miller		
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
ALT Minutes from 11/12/13	The minutes from November 12 <sup>th</sup> were approved.	
Disability Support Services Update – Veronica Miller	<ul style="list-style-type: none"> <li>• Veronica discussed an online, interactive training program on disability issues called “In Their Shoes.” She explained that Palisa purchased the license so that BCTC employees can complete the training.</li> <li>• Ben talked with Kathi Crowe, the FYE Coordinator, about the program, and she thinks this would be good for FYE faculty.</li> <li>• Ben mentioned how the training could benefit all faculty and staff.</li> </ul>	Ben asked that ALT members look at the training program and be prepared to discuss during the 12/03/13 meeting.
Follow up from ALT minutes – Ongoing	<ul style="list-style-type: none"> <li>• Dave reported that LET talked about the optional drops for nonpayment and the NO SHOW reports and their impacts on the College.</li> </ul>	Dave suggested that Ben and Greg attend an LET meeting to discuss these issues.
Follow up from ALT minutes – Immediate	<p><b>Adjunct Awards Process:</b></p> <ul style="list-style-type: none"> <li>• Angie discussed the adjunct awards process and nomination form. ALT members made suggestions on the process, including that students can nominate and that the division process does not have to be anonymous. Dave asked Angie to create a timeline for the process and include it on the document.</li> <li>• Marty expressed that his division has concerns about the adjunct award within divisions.</li> </ul> <p><b>Course Leader Job Descriptions:</b></p> <ul style="list-style-type: none"> <li>• Ben reported that he is working on a course leader job description.</li> </ul>	<p>Angie will make the suggested corrections and additions and send out to ALT for discussion at the 12/03/13 meeting.</p> <p>Ben will check with Tammy about the course leader job description, and he will send something out for ALT review prior to 12/03/13.</p>

	<p><b>Peer Observation Process:</b></p> <ul style="list-style-type: none"> <li>• Ben reported that the peer observation subgroup would meet on 11/20/13.</li> </ul>	
<p>Essential Agenda Items – Online grade books (Ruth)</p>	<ul style="list-style-type: none"> <li>• Ruth voiced her arguments against requiring all faculty to use online grade books. They included concerns about user error when weighting the grades; reluctance to require adjuncts to attend the training when they are not paid to do so; the fact that requiring online grade books does not ensure graded, returned assignments to students in a timely manner; and the possibility for Blackboard overload at times due to the volume of use by faculty.</li> <li>• During this discussion, conversation ensued about encouraging student success. Program ADs discussed how they use online grade books with their students to this end. Further, members discussed how FYE could help students keep up with course progress.</li> <li>• Dave suggested that we continue the conversation about ways the College can encourage student success.</li> </ul>	
<p>Essential Agenda Items – Division meeting postmortems (Dave)</p>	<p><b>2014-2015 Academic Calendar:</b></p> <ul style="list-style-type: none"> <li>• Ruth reported that many in her division have concerns over the proposed 2014-2015 academic calendar, which will be up for a vote during the December Faculty Council meeting.</li> <li>• Dave mentioned that he has heard nothing from Rules about the calendar and justifications for certain calendar dates/decisions.</li> <li>• Debbie discussed how Becky Stephens hopes that going to the 12-week will enable the College to offer more mini-semester classes, especially reading and writing classes.</li> </ul> <p><b>PD Money:</b></p> <ul style="list-style-type: none"> <li>• Marty asked if faculty could apply for more than \$300 of nonrecurring PD funds. Faculty may and those who want this PD money should provide better PD descriptions.</li> </ul>	

Essential Agenda Items – Sabbatical Requests (Dave)	No sabbatical requests were submitted.	
Essential Agenda Items – Focus Areas (Dave)	<ul style="list-style-type: none"> <li>• Dave reported that the College will likely have a significant marketing campaign in the spring. He wants to emphasize transfer and Focus Areas.</li> <li>• ALT suggested that Focus Areas could instead be called Pre Majors. However, it was noted that this decision rests with Faculty Council, so the idea must be taken to, and voted on by, the Council.</li> <li>• Prior to the marketing campaign, ADs should work behind the scenes to identify transferable courses in our divisions. Divisions may need to add, delete, or rename current Focus Areas, and divisions should ensure that division websites are up-to-date with course information.</li> <li>• The College also needs to create a systematic approach for linking courses that transfer between BCTC and other KY colleges/universities. It was noted that additional staff and resources will likely be required for this effort.</li> <li>• Ben posed the idea of establishing a pre-major pathway for each Pre Major and between each KY college/university.</li> <li>• Ben discussed how the Transfer Center and Sarah Price would be a part of this effort, and he also noted the UK Pathway to Transfer Guide in Advisor Quickview.</li> <li>• This discussion highlighted a College philosophical change from BCTC Focus Areas to Pre Major Transfer; the latter allows the College to focus on one of our major strengths – that of general education transfer.</li> <li>• The expected completion date of this process is 03/01/14.</li> </ul>	<p>ADs and coordinators should review their courses and determine if any additions, deletions, and/or revisions are necessary.</p> <p>Ben will follow up with the Transfer Center and Lucinda White on this issue.</p> <p>ADs should consider faculty who could serve as the College’s designated leader in charge of this effort.</p>

<p>Essential Agenda Items - Promoting Open-Access Textbooks (Dave)</p>	<ul style="list-style-type: none"> <li>• Dave discussed how open-access textbook adoption has not been embraced but thinks we should pursue this option. He noted that ADs could promote their use.</li> <li>• ALT brainstormed ways that the use of open-access textbooks could gain traction. Some ideas included asking faculty, book selection committees, and/or coordinators to review examples and encouraging knowledgeable faculty to present, perhaps as a panel, their views about specific open-access textbooks at the upcoming Changing Classroom Cultures (CCC) conference.</li> </ul>	<p>Ben will send an email about OER resources and remind ALT to consider faculty who might be willing to review and present at (CCC).</p>
<p>Distance Learning Updates (Ben)</p>	<ul style="list-style-type: none"> <li>• Ben reported that the student evaluation of instruction email and contained link would be sent to faculty and staff by 11/20/13. Ben also discussed how it might be possible for the College to create, administer, and process our own student evaluation of instruction. However, he noted that we have this capability with Blackboard.</li> <li>• Ben noted how evaluation of instruction should be immediate because of its importance to those in the promotion cycle.</li> <li>• Ben reported that the Faculty Performance Review Action Team (FPRAT) recently held a meeting. Therein, some confusion was expressed about ownership of the instrument and control of the delivery. Dave explained that FPRAT owns the instrument but that the delivery method belongs to ALT.</li> <li>• Ben reported that on the Distance Learning website are PD tips. ADs may suggest them to faculty who teach online.</li> <li>• Ben reported that the Learn on Demand committee is trying to find a way to make those classes financial aid eligible.</li> </ul>	<p>Ben will remove from the website the old form used for the approval of offering online classes.</p>

Ongoing Items - Update	<ul style="list-style-type: none"> <li>• Greg reported that Veronica Miller emphasized the importance of turning in book orders on time for students with disabilities who need special book accommodations.</li> <li>• It was discussed how, in general, faculty need to turn in book orders on time.</li> <li>• Dave asked ADs to look through their division web pages and have any changes made by the web content manager or the web manager.</li> </ul>	
ALT Calendar	<p>Dave pointed out important dates on the ALT calendar.</p> <ul style="list-style-type: none"> <li>• November 19 - academics web content review</li> <li>• November 26 – ALT members submit completed fall 2014 room grids for regional campuses</li> <li>• December 2-13 – Supervisors meet with staff (faculty as needed) for mid-year review (Dave noted the importance of doing this if there is an issue and documentation could be needed at a later date).</li> <li>• December 3 – Regional campus fall 2014 class schedule meta-analysis (division room swap)</li> <li>• December 6 – Luv to begin weekly emailing of adjunct waiver information to ALT.</li> <li>• December 10 – Luv will make corrections to the spreadsheet as given by ALT members (for the adjunct course waiver) and will email the spreadsheet to Justin Ball by December 11.</li> </ul>	
Adjournment	<p>The meeting adjourned at 3:50 pm.</p> <p>The ALT Reading Discussion is scheduled for Thursday, November 21, 2013 at Portofino from 2:00-4:00.</p> <p>The next ALT meeting is scheduled for Tuesday, December 3, 2013 at 2:00 on the Newtown Campus (Facilitator: Tammy Liles and Recorder: Marty Baxter).</p>	