Date: January 28, 2014	Facilitator: Jenny Jones
<b>Time:</b> 2:00 – 4:00 p.m.	Recorder: Rebecca Simms

## Present:

Marty Baxter, Kevin Dunn, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson. Ruth Simms. Vicki Wilson. Ben Worth, and Mike Franklin

Nicholson, Ruth Simms, V	icki Wilson, Ben Worth, and Mike Franklin	
TOPIC	DISCUSSION	ACTION
Advising Updates	Yasemin provided an overview of advising during late registration. Overall it went well although there were a few negative comments about the move of Gen Ed advising to the Tutoring Center. Tuesday was the busiest day with PeopleSoft out much of time and weather related issues. One of the main issues was the shortage of advisors.  Many called in for a variety of reasons such as bad weather and roads, illness, or conflicts with the day they had signed up to advise. Also, some advisors were signing in, leaving, and not advising during the first week of class.  Faculty should be reminded that they can check their advising schedules on Signup Genius if they forget what hours they signed up to advise. Additionally, advisors should find a sub if there is a conflict with their advising schedule. Although Yasemin sent out some emails advertising classes that had been added, this task should be done by the person from the division advertising the course. Lastly, faculty need to be reminded that the Academic Advising form should be filled out during advising sessions with specific course names and numbers so	ALT to remind faculty to fill out Academic Advising form during late registration with course names and numbers to facilitate enrolment by
	students can be enrolled in the correct classes when they go to registration.	registration.  ALT to send revisions to
	Yasemin has begun work to assign advisors for Fall semester. Please review the advisor list that she sent to ALT via email and let her know if any revisions need to be made. This list is also available on the Point.	advisor list to Yasemin.

Graduation audits will be needed by Feb. 14 <sup>th</sup> so advisors will begin to see requests for this from students. For AAS degrees, the program audit still needs a faculty signature. For AA/AS, it is not required but students may be asked to provide that. Yasemin will send ALT an email about this process after reviewing with Registrar's Office	Yasemin will confirm process with Registrar's Office and follow-up with ALT.
Advisors were short during Late registration so there were few people to do SAP appeals. In any case, students should not be going to Gen Ed advising for this, but instead to their advisors to complete Plan of Action (Some faculty sent them to Gen Ed advisors).	Yasemin will discuss mandatory advising for all
should be mandatory for all students. Discussion ensued with pros and cons and Yasemin indicated that she will discuss further with the	students with Advisory group.  Dave will address at Dean's
Dave indicated that we should ensure that faculty advisors do what is	meeting the problem of advisors who do not follow through with advising
follow up with Bonnie and Greg and the next Dean's meeting.	expectations.
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Ongoing Items: <u>Peer Observation Proposal</u> : Susan reported that an ALT subgroup met with Brent Eldridge to discuss. The importance of faculty buy in for the peer observation process was discussed and that the Teaching and Learning Center was the most appropriate place for this. Brent will lead this effort and meet with his advisory group for the TLC and plan a process for peer observations with them.	
	see requests for this from students. For AAS degrees, the program audit still needs a faculty signature. For AA/AS, it is not required but students may be asked to provide that. Yasemin will send ALT an email about this process after reviewing with Registrar's Office  Advisors were short during Late registration so there were few people to do SAP appeals. In any case, students should not be going to Gen Ed advising for this, but instead to their advisors to complete Plan of Action (Some faculty sent them to Gen Ed advisors).  A question that Yasemin wanted ALT to consider was whether advising should be mandatory for all students. Discussion ensued with pros and cons and Yasemin indicated that she will discuss further with the Advisory group.  Dave indicated that we should ensure that faculty advisors do what is expected of them. How do we address those who do not? He will follow up with Bonnie and Greg and the next Dean's meeting.  Minutes from January 21 <sup>st</sup> were approved.  Ongoing Items: Peer Observation Proposal: Susan reported that an ALT subgroup met with Brent Eldridge to discuss. The importance of faculty buy in for the peer observation process was discussed and that the Teaching and Learning Center was the most appropriate place for this. Brent will lead this effort and meet with his advisory group for the TLC

	Focus Areas: Ben, Melanie, and Dave have not met yet but Dave will follow up on this.  Promoting Open-access Textbooks: Ben continues to investigate.	Dave will follow-up with Ben and Melanie on Focus Areas.
Essential Agenda		
Additions	Vicki Wilson – 2 Debbie Holt – 1	
Feedback about Budget from Division Meetings	Some faculty initially had the impression that we had been through this before but began to understand the seriousness of the situation once further information was provided.	
	Other faculty questioned whether the budget woes were as serious in areas of the college outside of Academics. Additionally, the question arose as to what would occur if Academics could not identify \$650,000 to cut from the budget. What if faculty in each division does not agree on what should be cut? Also, faculty was concerned that conflicting messages are being sent out about our financial woes while at the same time, we hire new employees. Additionally, a recent newspaper article related to KCTCS charging student fees in the near future was a concern. Other concerns were about the reality of BCTC receiving funding for new buildings while we are strapped financially. The public is not aware of our financial woes.	
	Dave indicated that ALT should facilitate discussions about the budget with faculty and not side with any particular group.	ALT should facilitate budget discussions among faculty to develop recommendations

Changing Cultures	The conference is scheduled for Feb. 21 <sup>st</sup> and 22 <sup>nd</sup> . The program has	AD's to encourage
Conference	been finalized and will begin at 12 noon on Friday, 2/21.	faculty/staff to attend
	Dave asked that AD's work to ensure their division meetings do not	Changing Cultures Conference.
	conflict with the conference on Friday if possible. Additionally, AD's	
	were asked to encourage all to attend.	
New Assistant Deans	Ruth introduced Jackie Wiseman who will be math AD beginning fall	
	2014.	
	Kevin Dunn was introduced as the new AD for Advanced Manufacturing	
	Technology. He is replacing both Mike and Paul, whose divisions of	
	Trades & Technology and Manufacturing Industrial Technology will	
	merge as of July 1, 2014.	
Updated System-wide	Dave passed around the list of KCTCS Curriculum Committee members	
Curriculum Committee	and asked AD's to review and let him know of changes. Indicate who	
	the official chair or representative for each curriculum committee is from BCTC.	
	Debbie pointed out that during the last CIT Curriculum Committee	
	meeting at KCTCS, faculty were informed by Kathy Stamper that only	
	the official Curriculum Committee representative from each college	
	would have their lunches provided by KCTCS. Any other representative	
	from the colleges would have to provide their own meal. Additionally,	
	KCTCS would not order any additional meals, even if the faculty	
	representatives were willing to pay for it. Due to that, one of the BCTC	
	representatives had to order out for lunch from a different vendor,	
	have it delivered to KCTCS, and pay separately.	
Master Teacher	Dave sent email indicating that we can have two faculty	Dave will resend email with
Participants	representatives to attend this. Dave will resend information on this and	info on Master Teacher
	ALT will decide on reps at next meeting.	program.

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.
Lower Division University Courses that Fulfill Gen Ed Requirements	Greg has been asked to have ALT review the list of KCTCS lower division university courses that fulfill gen ed requirements towards a degree. After discussion, it was decided that no changes were needed and the list should be kept as is.	No changes are needed to the lower division university course list for gen ed
Essential agenda items	Vicki – has been working with a faculty member whose student is receiving accommodations through Disability Support Services. The instructor has been informed by DSS that closed captioning should be provided for videos shown in the class. Vicki asked what support academics had to provide that. Discussion ensued as to the requirement for "reasonable accommodations". It was decided that what has been provided are reasonable accommodations and closed captioning would not be reasonable.	

Adjournment	Meeting adjourned at 4:00 pm. Next meeting Tuesday, Feb. 4, at 2 pm	
	Newtown campus.	
	Facilitator: Rebecca Simms	
	Recorder: Tammy Liles	