

Date: February 11, 2014 Time: 2:00 – 4:00 p.m.		Facilitator: Bonnie Nicholson/Greg Feeney Recorder: Paul Turner
Present: Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Bonnie Nicholson, Ruth Simms, Paul Turner, Vicki Wilson, Ben Worth. Guests: James Goode and Ana Leon		
TOPIC	DISCUSSION	ACTION
ALT Minutes from 1/28/14 & 2/4/14	Minutes were approved without comments.	
Follow-up from ALT minutes	Ongoing Items – Elevated Advisor Status (Yasemin); Summer Scheduling and Advising (Bonnie, Dave, Greg) Immediate Items - Focus Areas (Ben) Promoting Open-Access Textbooks (Ben); Update of 2014-15 college catalog/student handbook (Dave) ALT initiates 2014-15 reassignment update and application process (Dave)	
Essential Agenda Additions	Greg 1 Ben 2	
SAP Appeal Process and Class Attendance	Angie Angie has heard several questions from various faculty. Faculty have not had students in their class that were going through the SAP appeal process. The rumor is that some students were told that they could attend without paying and others were told this was not an option. What are the rules on this?	If they attend they must pay out of pocket. If they are successful in their appeal they can get reimbursed.

	<p>If students pay their bill they are reinstated.</p> <p>It was thought that one student was told that the student had not paid but it was found out later that their bill was taken care of. In the mean time they missed several days in the class.</p> <p>It was suggested that the student be told that they should get in touch with the instructor and explain the situation.</p> <p>Because of the liability they should not be allowed to attend classes or clinicals. Their liability insurance is not in effect in the event their tuition has not been paid and they are not enrolled in the class.</p> <p>Instructors should be checking their rosters often the first few days of class in order to make sure the liability issue is mitigated.</p> <p>I have had half a dozen students who are in the middle of a SAP appeal who have asked me to sign a piece of paper saying that they have been attending class so they can be reinstated into class.</p> <p>Some of these individuals mention that it had to do with failure to pay a bill and others state it had to do with a SAP appeal.</p>	<p>Often the student cannot get through to the individual on the telephone who can give them the information.</p>
Drops for No-Shows	<p>Vicki Vicki stood in for the Coordinators meeting last Friday. The students have related that not everyone is on the same page as far as exactly how drops for no shows occur.</p> <p>Greg received an email from “Greg Gibbs” which related how a student was very dissatisfied with their experience with BCTC as concerns the financial aid.</p> <p>It was suggested that often the instructor may forget to click the little</p>	<p>It was suggested that the committee work on verbiage that could be plastered everywhere in order to promote high visibility of the process.</p>

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Fall 2014 Class Schedule Update	Dave We discussed the following fall 2014 schedule process.	Ben and David will follow up with Julie.
ALT Workgroups	No reports	
Academic Leadership Team Calendar	<p>Dave Academic web page review. We are getting ready to do a web page review. Whatever process you use to make sure your web page is</p> <p>On Tuesday 18, classes for spring II are due to Luv by Noon (3/12/14)</p> <p>Carnegie Professor of the year link is open. The deadline is up in April so we have some time before a decision must be made.</p> <p>The acorn 2014 award deadline is coming up. Please be thinking about it so we can decide on the process and the potential nominees for this year.</p> <p>Past nominees Carol Hunt, 2009 Tracy Knowles Chad Mueller Cindy Baker (did not submit)</p> <p>February 21st all spring syllabi must be filed on the server.</p> <p>February 21st Division Meetings February 21st and 22nd, Changing Classroom Cultures Conference.</p>	<p>Please emphasize to your folks about Friday at Newtown and Saturday at Leestown for the event. Music by James Poole and food and fun.</p>

LET/Academic Council Updates	Dave No additions	
Essential agenda items	<p>Ben</p> <p>Starfish flags are available which will flag a wide variety of different categories or subjects.</p> <p>Student evaluations of instructions. If there are access problems send the issue to (Thomas Papanicolaou)</p> <p>Perhaps the committee (Dana's committee) Faculty Performance Review Action Team can take over the responsibility of this issue.</p>	
Adjournment	<p>Meeting adjourned around 3:02 pm. Next meeting Tuesday, Feb. 18, at 2 pm Newtown campus.</p> <p>Facilitator: (Marty)</p> <p>Recorder: (Ben)</p>	