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| Date: February 25, 2014 | | Facilitator: Susan Hayes |
| Time: 2:00 – 3:00 p.m. | | Recorder: Vicki Kegley Wilson |
| Present: Marty Baxter, Kevin Dunn, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Rebecca Simms, Ruth Simms, Vicki Wilson, Ben Worth, and Mike Franklin. Guest: Yasemin Congleton | | |
| TOPIC | DISCUSSION | ACTION |
| Kudos/Good News | Jenny offered kudos to Ruth for sharing a classroom with her division for Fall 2014. Susan congratulated Lise Roemmel (Nursing faculty member and Coordinator) for receiving a New Horizon Award. | |
| ALT Minutes from 2/11/14 | Minutes from February 11 and February 18 were approved. | |
| Advising Updates - Yasemin | Yasemin discussed the following items: <ul style="list-style-type: none"> • Possible use of advising training modules on Bb that Henderson Community & Technical College developed (Dave noted we are keen on the potential here; we need to decide what resources are required to carry this out) • Yasemin will meet with ADs individually to discuss advising assignments • Yasemin will forward any advising complaints she receives to the appropriate AD; AD will take appropriate action • Advisors can follow the “no-show” policy if an advisee fails to show up for two scheduled appointments • Advising Manual Corrections • Summer Advising : where do assigned advisees go if advisor is not here in the summer? • Yasemin will send a list of all advisor assignments to ADs | |
| Follow-up from ALT minutes | There were no reports. Follow-up items are as follows. . . | |

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| | <p>Ongoing [Reports will be given when information has been determined]: Elevated Advisor Status (Yasemin); Summer Scheduling and Advising (Bonnie, Dave, Greg)</p> <p>Immediate: 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)</p> | |
| Essential Agenda Additions | Debbie Tammy | |
| Leestown Middle School "Operation Preparation" March 10-14 - Dave | <p>The college is seeking volunteers:</p> <p>Operation Preparation. During 3/10-14, there will be one-hour slots daily from 9-4 for community volunteers to meet with students one-on-one to discuss career opportunities. Some (small) training will be required; hopefully, training will be available online. Deans are encouraged to solicit volunteers. Volunteers will need to complete an on-line background check form. Dave will send out more information.</p> | ADs should provide information to their faculty |
| Changing Classroom Cultures Feedback - Dave | <ul style="list-style-type: none"> • Dave thanked all who worked to make a successful conference, including Ben, Beth Healander, Barbara Thomas, Miranda Hines • Feedback from ADs: too many sessions, too much to choose from, resulting in low attendance in sessions (sort of a good thing); weekend conflicts with Women in Community College conference every year | |
| Job Postings - Jenny | If we are in a budget freeze, it is assumed this means we are not hiring. If so, job postings need to be removed. | |
| Email from Jay Box – Jenny | Jay Box's email voiced his concern with requests for approval of certificates that fall into the low wage, high demand category. Jenny addressed the proposed Electronic Health Records Specialist certificate for BCTC. A discussion followed focusing on meeting industry demand, providing an educated workforce for our community, providing gateways for | |

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| | entry-level position for our students. Dr. Box's email implies that KCTCS does not value people who want jobs that are not high wage. | |
| Digital Literacy/FYE - Debbie | There is talk to drop the Digital Literacy Requirement and replace it with FYE. Debbie will share Digital Literacy competencies and why students need it. This is a question that can be raised at Faculty Council. | |
| Division Discussion of Draft Reductions in Academic Budget – Vicki | While the next ALT meeting will focus on the budgets ADs shared the general budget discussions that occurred at Division Meetings last Friday. | |
| Instructor Calendar – Ben | This is a project Ben is working on with the ALT/SDM workgroup. He is hoping it is a better way to get “administrative housekeeping” information out to faculty (particularly part-time faculty). He will send out revision to ALT. He would like to see this in the division Bb shells. | |
| Printing Costs and Bb Inline Grading - Ben | Ben believes students could do less printing if faculty used on-line grading. This would save printing costs as well as library resources (it takes time to help students print items in the library). Ben or Connie Rine will show faculty how to do on-line grading. | |
| Ongoing Item(s) Update | ALT Workgroups: No report ALT Calendar: Note Spring Break dates are highlighted | |
| LET/Academic Council Updates | LET: No report Academic council: No report. | |
| Essential agenda items | Debbie – She said her item can wait Tammy - Announced a Graduate Women in Science Banner Design Contest; she will send out details | |
| Adjournment | Meeting adjourned at 3:58 pm. Next meeting is Tuesday, March 4, at 2:30 PM at Newtown Campus; this is a Special ALT meeting on Recurring Budget Reductions. Tuesday, March 11 at 2:00 is the next regular ALT meeting: Angie King, facilitator; Ruth Simms, recorder. | |

