

<b>Date:</b> April 1, 2014 <b>Time:</b> 2:00 – 3:50 p.m.		<b>Facilitator:</b> Paul Turner <b>Recorder:</b> Angie King
<b>Present:</b> Marty Baxter, Kevin Dunn, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Angie King, Tammy Liles, Ruth Simms, Rebecca Simms, Paul Turner, Vicki Wilson, Ben Worth		
		<b>Guest:</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
ALT Minutes from 03/25/14	The minutes from March 25 <sup>th</sup> were approved.	
Good News	<ul style="list-style-type: none"> <li>Tammy reported two items. One, an IMD student won the poster contest at the National Science and Engineering Fair; the poster was for Graduate Women in Science. Two, the Natural Sciences division was given \$6,000 by the Battelle Corporation.</li> </ul>	
Follow up from ALT minutes – Ongoing	<ul style="list-style-type: none"> <li>No reports were given.</li> </ul>	
Follow up from ALT minutes – Immediate	<ul style="list-style-type: none"> <li>Ben presented that representatives from CPE, ECU, and BCTC met to discuss transfer documents (transfer pathways).</li> </ul>	
Essential Agenda Items – Spring 2015 Class Schedule (Dave)	<ul style="list-style-type: none"> <li>Dave walked ALT through the spring 2015 scheduling files and documents.</li> <li>Regarding the Class Scheduling Process document, Dave said that ADs will send schedule drafts to the Course Analysis Team who will audit them and send them to Julie.</li> <li>Dave informed ALT that for at least academic year 2014-2015, Vicki Partin will remain in her role on the Course Analysis Team.</li> <li>Regarding the Scheduling Planning Calendar, Dave said that the first draft of the spring 2015 schedule needs to be completed by 04/25/14.</li> <li>Regarding the Class Scheduling Protocols document, Dave reminded ALT that we should not schedule evening classes at Winchester. Unless necessary, evening classes in Lexington should only be scheduled at Newtown. No Saturday classes should be scheduled.</li> <li>Regarding the Courses to Schedule Once a Year file, Dave emphasized that ADs need to remind coordinators to look carefully</li> </ul>	<p>Dave will make revisions to the Course Scheduling Process document.</p> <p>ADs should submit the first draft of their schedules to the Course Analysis Team by 04/25/14.</p> <p>Dave revised the Spring 2015 Draft Schedule file and presented it at the Coordinators Meeting. He asked that ADs send the Spring 2015 Draft Schedule file to coordinators.</p>

	<p>at this list and schedule accordingly. He stated that historical enrollment data shapes this list.</p> <ul style="list-style-type: none"> <li>• Regarding the Spring 2015 Draft Schedule file, Dave stated that he would revise this file. Dave drew attention to the color designations and reminded us to add class notes when necessary.</li> <li>• Regarding the Master Room Grid file, Dave asked that ADs and coordinators make sure to first schedule in rooms assigned to their divisions.</li> <li>• Dave reminded ALT of the process for removing classes from escrow (an AD can make this request to an Academic Dean or an Academic Dean or Dave can make this request to an AD).</li> </ul>	
Essential Agenda Items – Summer ALT Assignments (Dave)	<ul style="list-style-type: none"> <li>• Dave informed ALT that the summer I ADs will be Debbie Holt and Angie King and that the summer II ADs will be Kevin Dunn and Vicki Wilson.</li> <li>• Dave is working on a calendar for each term that lists the ADs on duty or call. ADs are to be on duty Monday-Thursday and available on Fridays.</li> <li>• Two DOMs will be present on Newtown campus.</li> <li>• Summer ADs will not be responsible for the Nursing Division.</li> </ul>	
Essential Agenda Items – Merged Division Names (Dave)	<ul style="list-style-type: none"> <li>• Dave stated that LET needs to know the new merged division names as soon as possible.</li> </ul>	ADs of these merged divisions will soon let Dave know the new names.
Ongoing Items –	<ul style="list-style-type: none"> <li>• No ongoing items were discussed.</li> </ul>	
Academic Leadership Team Calendar –	<ul style="list-style-type: none"> <li>• Ruth reminded ALT that the Coordinator Meeting would be held on Friday, April 4<sup>th</sup>.</li> <li>• Dave stated that ADs and Academic Deans needed to have the evaluation (PPE) process completed by April 4<sup>th</sup>.</li> </ul>	
LET/Academic Council Updates (Summer facilities) – Dave	<ul style="list-style-type: none"> <li>• Dave reported that, for the summer, LET is considering closing buildings. On Cooper, ATB is being considered. On Leestown, A, B, and M buildings are being considered. Concerns were voiced regarding A building closure impacting Nurse Aid teaching and testing and M building closure impacting Workforce training.</li> <li>• Another idea being considered is a 4-day work week; staff would work 10 hours Monday-Thursday.</li> </ul>	Dave will inform ALT of LET's decisions.

Essential Agenda Items Additions – (Debbie)	<ul style="list-style-type: none"> <li>• Debbie reported that the BUS faculty joined the CSIS division meeting on March 28<sup>th</sup>.</li> <li>• Debbie also stated that faculty are concerned about if there will be adequate support on Newtown campus this summer and if there will be additional parking.</li> </ul>	
Essential Agenda Items Additions – (Ben)	<ul style="list-style-type: none"> <li>• Ben reported that there is a difference from last year in the way that faculty report the 60% date for R2T4 60%. Many in ALT voiced concerns over requiring this process.</li> <li>• Ben reported that Bill Davis is doing a follow up on courses for student evaluations of instruction to find out to which division some of the classes belong.</li> <li>• Ben reported that Starfish trainings will soon occur and that it seems to be better than both EARS and AdvisorTrac.</li> </ul>	Ben agreed to check into whether reporting at the 60% date is necessary; he sent an email saying a 60% report is not necessary.
Essential Agenda Items Additions – (Tammy and Mike)	<ul style="list-style-type: none"> <li>• Tammy asked when ADs would receive the College Committees and Teams list.</li> <li>• Mike stated he has the Perkins funding request form and will send his interpretation of the requests. He notified ALT that the requests are either PD or IT related and that any requests need to be submitted soon.</li> <li>• The Perkins plan packet of all funding must be submitted to CTE by 05/01.</li> </ul>	<p>Dave will send the file to ADs, and ADs are to submit names for the committee and teams to Dave in either electronic or print format. Dave asked that ADs submit the lists to their Academic Dean by 05/09.</p> <p>Mike will meet with the Academic Deans and Dave to review all the requests.</p>
Adjournment	<ul style="list-style-type: none"> <li>• The meeting adjourned at 3:50 pm.</li> <li>• For the April 8<sup>th</sup> ALT meeting, Rob will give ALT a tour of new Newtown facilities.</li> <li>• The ALT Retreat is on April 10<sup>th</sup> from 8:00-4:00 at KCTCS.</li> </ul>	