

Date: April 22, 2014 Time: 2:02 – 3:23 p.m.	Facilitator: Vicki Wilson Recorder: Greg Feeney
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Present:
Marty Baxter, Kevin Dunn, Greg Feeney, Mike Franklin, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Vicki Wilson, Ben Worth **Guest:** UK Graduate Student

TOPIC	DISCUSSION	ACTION
04/15/14 Minutes	The minutes from the April 15 ALT meeting were approved with corrections.	
Good News	<ul style="list-style-type: none"> Tammy introduced her guest from the Preparing Future Faculty program at UK. Tammy also shared the positive response to Bugs and Blooms. 	
Follow up from ALT minutes – Ongoing	<ul style="list-style-type: none"> Perkins update: There is still not final word on what we will receive. Mike said folks should complete the Planned Use of Funds form so we are ready when final amount is communicated. He also said there still PD funds available. He encouraged all to make requests now as funds will be reallocated soon. 	
Follow up from ALT minutes – Immediate	<ul style="list-style-type: none"> Jenny provided a brief update from the Behavior Intervention Team. Discussion items included flow of information (who to share information with and how) for confirmed behavioral problems and if a student dies. More information will be provided. 	
Essential Agenda Items	<ul style="list-style-type: none"> Ruth asked about 4 year reviews and Promotion and Tenure representation. Debbie asked about possibility of whether a BCTC student can graduate from the CIT program with a Track (option) that we don't offer here but is offered at one of the other 15 t wasn't about 	<p>Dave will start process soon.</p> <p>ADs should have P&T recommendations for next week's meeting.</p> <p>Debbie will contact Lucinda White in Systems office and report back.</p>
Accreditation Fees	If you will be using funds on accreditation fees/process next year, email LUV the amount and a separate chart string will be set up accordingly.	ADs should email Luv anticipated expense.
Reassigned Time for AD's	A request for clarification was made concerning AD reassigned time for next year. Referencing the most recent copy of reassignments, Dave said Susan has a full reassignment next year (she and Bonnie should discuss to see if still needed or	Bonnie and Susan need to review and let Dave know.

	should go to 12). Kevin and Debbie have full reassignment. Vicki will have full reassignment in the fall (spring assignments will be discussed in the fall).	
Summer Advising	<p>Ben provided a list of 11 and 12 month faculty. He or Yasemin will contact them to discuss availability for summer orientations and backup for advising appointments, which Yasemin and Ben will be covering in room 213 in the Newtown Classroom Building.</p> <p>Summer ADs will be used as back up. Concerning orientations, summer ADs should plan to assist during the morning hours, at the latest 1pm.</p> <p>Yasemin will email faculty about what they should post/leave on phone concerning summer advising coverage.</p> <p>Dave reminded folks to reference summer coverage sheet he sent out. It shows coverage for all academic areas.</p>	
Summer Building Closures	Dave reported figures support not closing buildings for summer as savings would be minimal.	
DL Updates	<p>Bens shared information from the KCTCS Distance Learning Peer Team:</p> <ul style="list-style-type: none"> • Visual Schedule Builder • KCTCS AP • OneDrive (link is on top of Outlook, when using AP or Web connections) • State Reciprocity • No show reporting issues • Learn On Demand • Demo – KCTCS Application • Student Evaluation of Instruction 	<p>See Ben's Friday, 4/18 email for more information.</p> <p>Ben will send info sheet on OneDrive use.</p>
ALT Workgroups	Ruth shared concern from the SDEM meeting dealing with lack of communication and understanding over the Newtown focus during summer. SDEM committee members did not seem informed and thought decisions came from ALT.	Dave will put on the LET agenda.

<p>Academic Leadership Team Calendar</p>	<p>Dave reminded ALT members of the following calendar items:</p> <p>Apr. 22 - Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean</p> <p>Apr. 25 - ALT members submit completed Spring 2015 room grids for Regional Campuses</p> <p>May 9 - ALT members submit Spring 2015 class schedule</p>	
<p>LET/Academic Council Updates</p>	<p>Dave said there will be some faculty positions:</p> <ul style="list-style-type: none"> • Fellows position for Biology • 2 positions at Toyota • 2 positions for Math <p>Concern was expressed over finding out this late. Dave said to let him know if anyone wanted him to check into possibility of postponing for a January hire.</p>	
<p>Division Meeting Topics</p>	<ul style="list-style-type: none"> • Graduation is May 10, and faculty are expected to participate. • Elections (Debbie reported her rules representative said the deadline has been extended to May 5). This means elections can be held next week as well. • Summer advising • Call sheet for summer (be mindful of posted cellphone numbers) 	
<p>Adjournment</p>	<p>The meeting adjourned at 3:23pm.</p> <ul style="list-style-type: none"> • ALT End-of-Year Sign Off—April 24, 4:00-6:00, Bonnie’s Home • ALT—Tuesday, April 29, 2:00-4:00, Newtown Campus <ul style="list-style-type: none"> ▪ Facilitator (Greg) & Recorder (Mike) • ALT—Tuesday, May 6, 11:30-2:00, Leestown Campus Boardroom <ul style="list-style-type: none"> ▪ Facilitator (Dave) & Recorder (Debbie) 	<p>Bonnie will send directions.</p> <p>Greg will coordinate signup.</p>

Quote of the meeting: “Correct me if I am NOT wrong” -Bonnie Nicholson, 2:56pm, 4/22/14