

Date: April 29, 2014 Time: 2:00 – 4:00 p.m.	Facilitator: Greg Feeney Recorder: Mike Franklin
--	---

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, Vicki Wilson, Ben Worth **Guest:** Greg Rickert

TOPIC	DISCUSSION	ACTION
04/22/14 Minutes	The minutes from the April 22 ALT meeting were approved.	
PRN review, Greg Rickert - P&T chair	<p>PPE</p> <ul style="list-style-type: none"> • Training for ADs suggested • Division meetings part of position responsibility • Documentation did improve <p>PRN review</p> <ul style="list-style-type: none"> • Electronic copy official only one going to system, no longer sending hardcopy, can candidates verify copy that is sent • Philosophy statement should address all aspects of position • Thorough PD description, thorough description of activities • A colleague from different division should review • Orient docs correctly • Assist to Assoc, Missing 2-year reviews should be explained <p>Blackboard to SharePoint? New location for the PRN, possible training for how the submittals should be processed</p> <p>Discussion about chair elect</p>	<p>Dave will contact Joan Lucas and/or President Julian</p> <p>Greg Rickert to send copy of P&T review notes</p>
Good News	<ul style="list-style-type: none"> • Susan – LPN 100% pass rate for licensure exam, Danville & Leestown • Vicky – Dave’s email about Phi Theta Kappa recognition 	
Follow up from ALT minutes – Ongoing	<p>Track options</p> <ul style="list-style-type: none"> • Track options for BCTC graduates, students at BCTC can earn a credential 	

	<p>and/or take courses from programs we offer, but cannot earn a certificate/credential in a track that we do not offer</p> <p>Names for promotion committee, typically two names submitted from division to Faculty Council; P&T committee must be a composition of full and associate professors, need strong candidates</p>	
Follow up from ALT minutes – Immediate	No discussion	
Essential Agenda Items	<ul style="list-style-type: none"> • Vicki <ul style="list-style-type: none"> ○ Advising issues - holds already lifted ○ Mary Margaret has made changes to directory, updates not showing up ○ Faculty teaching at Newtown will need space and orientation, question about availability of computer lab space • Kevin <ul style="list-style-type: none"> ○ End of program assessments, where do students from regional campuses take their exams ○ Staff can be certified to give Nocti exams for local administration of testing 	ITES work order, and Ben will follow-up
Division Meeting Feedback: Dave	<ul style="list-style-type: none"> • Limited feedback • UK students not having classes available at Cooper 	
Stop By Get Started Postmortem: Dave	<ul style="list-style-type: none"> • Recruitment event information provided via email by Shelbie Huggle • Seemed slow, questions concerning the number of students served • Seemed better organized • Mixed communications, awkward process, many mistakes made by advisors, may need more training for advisors • All student contact in one place would be helpful; Maybe a general ed day and a technical day, or distinct rooms. Should Stop by Get Started be added to academic calendar? Committee discussion from advising point of view should include key people involved (Jasmin, Rebecca should be on 	Joint debriefing, SDEM workgroup, new committee formed?

	<p>workgroup/committee)</p> <ul style="list-style-type: none"> • Co-requisite classes for RDG not administered properly (advising inadequate), again improper training/communication for co-requisite advising 	
Fall 2014 Enrollments: Dave	<ul style="list-style-type: none"> • Enrollment data sent by Vicki, gateway campus identity (Newtown) has not taken hold, more marketing/visibility/education needed <ul style="list-style-type: none"> ○ Students still view Newtown as isolated ○ Should have orientations at Newtown; currently at Cooper - space/construction is the concern • Keep looking at the data, to prepare for the Fall and beyond • Data can be misleading if the proper support is not provided 	
List of Faculty Eligible for Promotion: Dave	<ul style="list-style-type: none"> • Need list of faculty eligible, all ranks to be going up for promotion 	ADs follow-up
70% Faculty Hours: Susan	<p>Adjunct faculty hours/approval</p> <ul style="list-style-type: none"> • Credit based up to 30 hours, interpretation of federal guidelines, no official contact hour equivalent • Talk to your Dean for approval for going over • 70% is no longer the calculation method, 30 credits (credit hours) is the load for an adjunct, workload beyond that talk to your Dean • System has no recommendation for calculating contact hours 	Susan will send formula to ALT
Book Orders (2 issues): Vicki	<p>Are book order lists (textbooks not yet ordered) accurate?</p> <ul style="list-style-type: none"> • Not endorsing electronic books • More defined process, not indirect via faculty members <p>Do we want to invite Pete Hyland?</p>	Pete Hyland invited to meeting next week(?)
Bulbs for Classroom Projectors: Vicki	No budget for bulbs was a comment from IT, we can purchase bulbs when needed but faculty should be encouraged to use resources wisely, turn off projectors when not in use, etc.	
Adjunct Orientation:	College wide adjunct orientation not scheduled for the Fall	

Ruth		
Hiring?: Bonnie	Paperwork has been turned in for approved positions, keep process moving forward	
Committee Assignments: Vicki	<p>ITES committee listing, how do we proceed with committee appointments?</p> <p>Continue with traditional committee appointment process, submit by May 9th</p>	Dave will confirm list, discuss again next Tuesday
Perkins Update: Mike	<p>FY15 allocation not yet approved, continue to estimate needs based on FY14 budget, new info will be forward when available.</p> <p>FY14 – continue to utilize PD funds, money is available.</p>	
Distance Learning Updates: Ben	Summer advising coverage is good	
ALT Workgroups	No reports	
Academic Leadership Team Calendar	Calendar, contingency plans for summer needed	
LET/Academic Council Updates	<p>Budget discussion - President Julian proposed to make decision on budget cuts by 4/15;</p> <p>Balanced budget must be submitted (date?), .5million short of balancing, projecting 5% enrollment decrease but may go lower on projection to help with balancing;</p> <p>The budget is an estimate and there are still many unknowns, discussion continues regarding budget cuts.</p>	
Adjournment	<p>The meeting adjourned at 4:00pm.</p> <ul style="list-style-type: none"> • ALT—Tuesday, May 6, 11:30-2:00, Leestown Campus Boardroom • Facilitator (Dave) & Recorder (Debbie) 	Greg will coordinate signup.