Date: October 1, 2013 Facilitator: Ruth Simms Time: 2 – 4:00 p.m. Recorder: Vicki Kegley Wilson

Present: Ben Worth, Dave Hellmich, Tammy Liles, Bonnie Nicholson, Greg Feeney, Marty Baxter, Ruth Simms, Debbie Holt, Angie King, Jenny Jones, Vicki Wilson, Rebecca Simms, Susan Hayes

Agenda/Issue	Discussion	Action
ALT Minutes from 9/24/13	Approved	
9/24/13 Follow Up from ALT Minutes	 Elevated Advisor Status (Yasemin): Yasemin was not here to report, but Ben noted that a similar advising position was shared at New Horizons and that Yasemin is looking into the training modules offered at the other school for this advising position. SAP Appeals/Financial Aid/Dropped Students (Dave): no report Summer Scheduling and Advising (Bonnie, Dave, Greg): no report Statement for faculty regarding verifying rosters and reporting no shows (Ben): Ben provided the working draft at the link below and requested input from ALT. It was suggested that any information regarding punitive action toward a faculty member for not taking care of this responsibility be removed and that such a discussion could be initiated by the AD as needed. An updated draft will be coming later. 	
	 http://district.bluegrass.kctcs.edu/ben.worth/roster_verification.pdf BCTC adjunct faculty having one college course per semester waived (Dave via Ruth): Dave will meet on Monday with Dr. Julian to discuss this. Optional Syllabus Ombud Language: Vicki reported that Jake reviewed the statement and offered a suggestion. ALT decided that "contacting the instructor and area/program coordinator" could replace "usual means" in the statement. 	
EARS: Greg	Please look at the latest email from Dorita and follow-up with faculty. The numbers of students being reported to EARS is down and some faculty indicate they are not hearing about it. Rebecca added that the EARS reporting did not work out so well with dual credit/middle college	

	students. She would like to return to Midterm progress requests from faculty of these students. Vicki noted that some faculty members in her division are uncomfortable reporting to someone other than the student. Discussion followed.	
Reminders to Faculty of Responsibilities: Vicki	Vicki noted in her division that faculty morale was affected when they appeared on a "bad" list for not completing a responsibility. Since mistakes happen (for both faculty forgetting a task and for those creating a "bad list"), the suggestion was made that ADs be given the list and that they follow up with delinquent faculty, adjusting the message as needed.	
Supplies at Regional Campuses: Ruth	It was determined that the process for adjunct faculty to obtain supplies that are needed at campuses where their division is not housed is difficult and inconsistent (or non-existent). Dave noted that now we have security on each campus and can mark their area as the "go to" location for supplies.	Supply list needs to be determined. "Go to" location needs to be determined for each campus.
Fire Drill Issues: Tammy	Every semester there are issues with fire drills. The last Cooper Campus fire drill occurred during a lab exam in biology; students looked up answers during the drill on their phones. It was proposed: fire drills be held in the first two weeks of the semester; all APT members be notified in advance of all fire drills.	Dave will follow-up with Todd Gray and others.
Distance Learning Updates: Ben	 Ben gave an update on Student Evaluation of Instruction. Evaluations are set to occur November 18 – December 6. Ben gave a report from the Peer Team Retreat. His notes can be accessed at the link below. Items discussed include: Learn-on-demand, New Class Search, Starfish, KYVC. https://www.dropbox.com/s/8sr4i2aci5c5rpn/2013%20Fall%20DL%20Retreat.docx Ben gave a report on the On-line Application. It is moving forward well and will include Program Plans. Ben gave a report of the Technology Plan Ad Hoc Team Meeting. His notes were sent out in an email. 	
ALT Workgroup Reports	None	
Academics Leadership Team Calendar	Calendar items noted.	
LET/Academic Calendar Updates: Dave	 Demolition of buildings on Newtown campus begins tomorrow. Jay Box approved BCTC proposed summer 2014 calendar. Faculty Council will discuss the 2014-15 calendar on Friday with consideration to a 12 week Fall II and Spring II. Dr. Julian will have a Quick Action Committee looking at Awards and Recognitions at the college. Dave requested that Adjunct awards not be a part of this, but that academics will handle them. 	Add to next week's agenda: adjunct awards (consider Math as a best practice model) and recommendation to

	Dr. McCall is beginning the application process for his President Leadership Seminar. Think of folks to recommend.	PLS.
Essential Agenda Additions	 Jenny asked for an update on Friday parking at Cooper. Nothing new to report, Rob is still hopeful that we can get our lot off control. Vicki noted that a tracking process for adjunct contracts needs to be established. Consider submitting applications electronically. 	Vicki is to talk to Mary Margaret about developing a tracking process.
Next Meeting(s):	ALT—Tuesday, October 8, 2:00-4:00, Newtown Campus, Facilitator (Marty) & Recorder (Jenny)	
Adjourned	3:30 PM	