

Academics Leadership Team Meeting Minutes

Date: February 10, 2015
 Time: 2PM - 4PM

Facilitator: Vicki Wilson
 Recorder: Angie King

Present: Vicki Wilson, Angie King, Jackie Wiseman, Tammy Liles, Kevin Dunn, Bonnie Nicholson, Rebecca Simms, Marty Baxter, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Dave Hellmich

Guests: Yasemin Congleton and James Kolasa

Agenda/Issue	Discussion	Action
Minutes	The minutes from 02/03/15 were approved.	
Good News	<p>We celebrated Dr. Worth’s birthday.</p> <p>Tammy reported that Fizz, Bang, Boom was a huge success.</p> <p>Rebecca reported that Adult Ed received a grant to help with their Operation Read Program, which is held at the Carnegie Center and for ESL students (mostly refugees).</p>	We sang happy birthday.
Advising Update – Yasemin	<p>Regarding early registration, Yasemin reported that she and those in advising are working on the list of advisees and assigning them to advisors; she expects that to be completed soon. Yasemin also reported a few faculty have been identified to advise ESL students in an effort to help Sarah Galvin.</p> <p>A group met to discuss late registration issues. Yasemin asked what the members thought about the idea of technical advisors only advising on one or two days, and the group did not like this idea, considering that there would be students show up and potentially not a technical advisor present to help them. The group thinks cross training general education and technical advisors would be a good idea.</p> <p>The first three modules of the advisor training for new faculty have been completed and are available. They are located on Blackboard in E-community. Yasemin is working on the final two-three modules, which will soon be available. She explained that, in addition to working through the modules, new faculty will need to mentor an advisor; it was suggested that all advisor mentors be approved by her.</p>	
Academics Acumen – James	<p>Greg explained that a lot of faculty do not know much about programs outside of their own and how it would be worthwhile for faculty to learn more about others’ programs. So, the idea being proposed and enacted that a representative from each program come to ALT to discuss said program, James is the first program faculty to attend ALT for this purpose.</p> <p>James discussed the various CIT options; there are 7 tracks and 18 certificates (though BCTC does not</p>	

	<p>offer all of them). James also informed us that the CIT program has 450 majors and serves over 1500 students (due to the digital literacy requirement). Further, James explained that, due to the number of options, it is best to direct those interested in CIT to a CIT advisor.</p> <p>Finally, James said that the game design and computer graphics options were recently approved at the System CRC, so they will next go before Senate Council, and they will hopefully be approved for fall 2015.</p>	
<p>Follow-up from ALT Minutes</p>	<p>Facilities Discussion: Dave reported that he, Tammy, and Rob were meeting after ALT to finalize the second Newtown building details (faculty offices, etc).</p> <p>Title III Grant: Dave reported that he, Greg, Jackie, and Angie are meeting with Palisa on 02/18 to discuss the grant.</p> <p>12-Week Scheduling Considerations: Vicki reported the thoughtful discussion on this topic that took place at the 02/06 Coordinator Meeting. The coordinators are reluctant to rush into a decision as they have various concerns about the proposed plan. So, they strongly advocate that the blended class idea, if enacted in fall 2015, be piloted. The proposal is to run blended TR classes and regular MWF in the fall 2015 12-week session. Finally, if we have concerns about over the number of classes a student can take in 12-week, we need to address those to Rules.</p> <p>Greg stated that the burden of creating 12-week blended classes not be put on coordinators and ADs. Instead, we need to consider training concerns and create a list of lead faculty from every division.</p> <p>The handout Vicki compiled that includes the 12-week discussion notes is included at the end of the minutes.</p> <p>Update of 2015-2016 college catalogue: Assistant Deans gave their edits to Dave.</p> <p>Special ALT Follow-up: Dave created a file, attached to the back of the 02/03/15 ALT Agenda, that reflects the ranking of the action items discussed in the special ALT meeting on 01/29/15. He noted that there is powerful information to glean from our results and that we should continue to think about how we can initiate positive change. Debbie suggested that Dave share these results with LET.</p> <p>Bookstore Concerns: Angie asked if we were going to invite Pete to ALT to discuss these concerns, and Dave said he would do so.</p>	<p>Ben will work on a plan for training for 12-week blended classes.</p>

Essential Agenda Items		
Coordinator Meeting Postmortem - Vicki and Marty	Most of the coordinator meeting topics were covered earlier in our discussion of fall 2015 12-week classes. In addition, Marty said that, for part of the meeting, gen ed and technical faculty split off to discuss their specific concerns. In the technical coordinator group, they mostly discussed AO and Perkins. In the gen ed group, they mostly discussed adjunct evaluations.	.
Tutoring Update - Rebecca	<p>Study Coaches working in the Tutoring Center have been very busy at Danville and at Lawrenceburg and not so active at Leestown and Newtown.</p> <p>In the first week, the Tutoring Center served 394 students and 280 of those came for math tutoring.</p> <p>Becky distributed surveys to each division, inquiring about tutoring services and needs. Becky has so far examined the results for Math and CHSS</p> <p>We will have math tutoring on Leestown soon. Nursing tutoring on Lawrenceburg is wanted.</p> <p>The idea of using FYE 105 to determine what strategies could make the Tutoring Center more relevant to students was mentioned -- working that discussion into the class curriculum.</p>	Becky will continue to examine the results of the tutoring surveys.
Financial Aid Holds - Greg	There have been issues with students coming to instructors, telling them that Financial Aid claimed the holds on their accounts are due to instructor failure to verify attendance. Greg spoke with Runan about this, and she said that students are hearing this information from Call Center, not our office.	
National Adjunct Faculty Walkout Day 02/25 - Dave	Dave asked if any of us have heard adjuncts speaking of this or forming a plan. No one had heard this type of talk.	
Ongoing Item(s) Update	<p>SDEM Workgroup: Debbie reported that the group will meet on Thursday, February 19th. She also mentioned that selective admissions can only apply to two programs, and the ALT wants Debbie to ask if this policy can be changed to allow them to apply to more.</p> <p>Business Workgroup: Bonnie reported that the first meeting was not very productive. The idea was proposed that Dave make clear that these meetings are more about process instead of issues.</p> <p>Marketing Workgroup: Tammy reported that this group's first meeting was today. All felt it was a very productive meeting. We discussed PR and academic programs issues mostly, and Sarah was very interested in helping to improve these issues. The group discussed bringing James Hogan into the next meeting in order that he can help with some College website issues.</p>	<p>Debbie will look into what Rules says about this.</p> <p>Dave will share the concerns with Lisa and ask if the group should continue.</p>

ALT Calendar	Dave reminded us of the Carnegie Professor of the Year Nomination due date.	
LET Update - Dave	<p>Regarding the budget, we are \$3-4 million dollars down. This year, we are not sure that we can balance because, unlike last year, we are not getting money returned for bad debt, and unlike last year, a lot of positions were not filled.</p> <p>Also, we are in a spending freeze, so we can only spend if it's critical to instruction.</p> <p>Dr. Julian asked if we could create a limited 8-week schedule to include basic freshman classes.</p> <p>Regarding positions, we have several retirements occurring soon. ALT approved the following:</p> <ol style="list-style-type: none"> 1. CMA faculty 2. PN faculty 3. BAS faculty 4. Fellows Faculty for HUM 	
Next Meeting	ALT—Tuesday, February 17, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Jackie) & Recorder (Susan)	
Adjourn	The meeting adjourned at 4:00 p.m.	

Twelve Week Schedule Discussion Notes

(From the 2/6/2015 General Education Coordinator Meeting)

Tuesday/Thursday Blended

- May be more difficult for adjuncts teaching blended (lack of training)
- Important to develop/construct course in advance and hand it over (Ben)
- Question of academic freedom: each area gives different freedom to adjuncts in teaching now
- It is hard work to set up a course shell for a blended class
- Concern: thoughtful process of course design – what is the compensation
- Blended shells need a standard; no willy-nilly; 2 days in class is enough (Ben)
- Likes blended, but a wholesale change for Fall 2015 is difficult
- Is this best for students or easier to schedule?
- Both student and faculty: More time out of class!! (Is this good???)

- Pilot a few in the Fall to see how it works
- Most 12 week classes are taught by adjuncts, will they be involved in the planning?
- Special code for blended needed: CB (classroom blended)
- STRESS: Blended should be a small pilot and not dictated; it should not fall on the shoulders of the coordinators
- IMPORTANT: There needs to be money committed to this upfront – stipends for course development and/or reassigned time

MWF In-person

- Advantage: if miss a class on MWF, miss less
- Full-time faculty at a disadvantage because of Friday meetings
- Faculty Preps: a T/H and MWF of same class are vastly different

General

- In existing format, add a 3:30-5:10 slot 2 days a week for 12 weeks.
- Offer 12 week on all Lexington campuses (a variety of classes)
- Reserve a room or two on each campus for 12 week format as it currently exists
- Schedule the 12 week classes from the beginning
- Publish a list of the 12 week classes; keep list updated with those added and with space
- Have a mini-session number for 12 week classes so they can be easily sorted
- Students wanted in-person, but re-routed to on-line because that was all that was available
- If we want a 12 week session, we need to have more in-person available
- Make it easier to show students what is available and still has space
- Limit the number of hours a student takes in 12 weeks to 12 (it is intense!)
- For Fall: small pilot of blended; in person as current ; in-person MWF 75 min classes
- Create a 12 week schedule that a student could get a full load (the “12 week package”), much like we did for the weekend schedule; include FYE
- We need data for pilots: success rates (# passing), retention rates, enrollments
- Important to note that our 12 week classes are often filled with a fragile population