

Date: September 9, 2014 Time: 2:00 – 4:00 p.m.		Facilitator: Angie King Recorder: Rebecca Simms
Present: Marty Baxter, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Kevin Dunn, Jackie Wiseman, Angie King, Tammy Liles, Bonnie Nicholson, Vicki Wilson, Ben Worth, Steve Stone		
TOPIC	DISCUSSION	ACTION
ALT Minutes from 9/2/14	Minutes approved.	
Good News	<p>Susan announced that the Associate Degree Nursing program at Cooper campus had a 97% pass rate on its' most recent national board exams.</p> <p>Dave announced that BCTC has been awarded another Title 3 grant that promotes work between SDEM and Academics. More details to come.</p>	
Follow-Up from ALT Minutes	<p>Advising model: Rebecca spoke with Pam Bates and Yasemin Congleton about the issues ALT had with new advising model, most importantly related to the lack of faculty involvement in development of the model. Due to that, advisor assignments will be postponed until after the Student Advising Committee meets on Friday, Sept. 12th.</p> <p>SHEP mentor position: After Rebecca spoke with UK SHEP folks about providing a list of duties for volunteer mentors for BCTC SHEP students, they indicated that it would be more beneficial to have peer mentors instead of faculty/staff mentors. Due to that, Rebecca will discuss this with PTK advisors and BCTC faculty teaching Social Work courses to gauge their interest.</p>	<p>Assignment of advisors will be postponed until after the Sept. 12th Student Advising Committee meets.</p> <p>Rebecca will contact PTK advisors and social work faculty related to peer mentors for SHEP students.</p> <p>Ben will discuss best practices for proctored exams with Distance Learning Workgroup.</p>

	<p>Proctored exam best practices: Ben will discuss with the Distance Learning Workgroup.</p> <p>Nomination for System Office Committees: Greg investigated whether the processes we are using to nominate faculty to these committees are consistent with past procedures. From what he has been able to determine, they are so we will continue to move forward with this process.</p>	<p>ALT will continue with current process for nominating faculty to System Office committees.</p>
Essential Agenda Additions	<p>Susan, Ben, Bonnie and Angie have items to discuss.</p>	
On-line Class Maintenance and Review Process	<p>Vicki expressed gratitude for Ben Worth and Connie Rine for the outstanding work they do with Distance Learning. However, issues related to the quality of BCTC online courses need to be discussed. There appears to be a lack of consistency between courses, student expectations, and variability in oversight of online courses. This is due to lack of resources for faculty to maintain, troubleshoot, and improve courses, as well as lack of time for Coordinators to review course shells. Could we have someone available to faculty to assist in maintaining and reviewing online courses other than Ben and Connie?</p> <p>Ben indicated that some divisions follow a Course Leader model with FT faculty member who is invested in the course and reviews online course sections for quality and consistency. Some divisions do this well and some struggle.</p> <p>Dave has discussed the quality of online courses with Ben and they will look at more detail into data on BCTC online courses, beyond what</p>	<p>Ben will develop internal workgroup to meet and discuss further.</p>

	<p>they currently do. From the ALT discussion, it appears that there is support for dedicating resources to further support online course. However, we should determine the approach to take towards this as being more laissez-faire or dictatorial. Do we need to standardize online courses more without being dictatorial to faculty? Should we develop a proposal to put more resources into this? And, should we understand best practices and be prepared as ALT to require faculty to model those best practices? We need to move along that continuum.</p> <p>Should we be more assertive in working with faculty whose online course evaluations show room for improvement? Should we use this info to determine whether a faculty member continues to teach online? If so, how will that impact availability of online courses? If we are going to receive as much tuition revenue from online courses as we do, should we commit more resources to it? We need someone else in addition to Connie and Ben. That way we could offer more online courses instead of worrying about the ones we do offer.</p> <p>Don't want to be punitive to faculty but instead, provide resources and training for them to improve online courses. (Ex. - Brown bag lunch group that Cindy Baker used to provide workshops) A resource center for online courses should be on every campus. Tutoring Center could be used as a resource for IT training and support for students</p> <p>It was asked if the Distance Learning Advisory Committee could brainstorm ideas about this. Also, whether it would be helpful to expand the e-mentor program and identify faculty who need help and provide them with assistance.</p>	
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<p>Service Opportunities at Leestown Middle School and with United Way</p>	<p>Dave highlighted past activities at Leestown Middle School that have been provided by BCTC faculty/staff. Could we get faculty within academics to take a leadership role to identify and schedule events? Also, could we get a faculty member interested in leading the United Way campaign initiative at the college?</p>	<p>AD's consider faculty within their divisions whom they would recommend to Dave to lead the Leestown Middle School and United Way initiatives.</p>
<p>Follow-up from Thursday's Facilities Discussion</p>	<p>Dave, Mary Forbes, and Rob Knight discussed the details from last Thursday's special ALT meeting with LET today. The end result being that we cannot vacate Cooper at this time based, even with the addition of the new building at Newtown. Also, the potential for the new building to be a science building to support courses required for Allied Health and Nursing students.</p> <p>Rob and Mary's input at last week's ALT meeting and at LET was very valuable. Dave will work with Mary to review additional data and Rob will check into needs if we go with science building at Newtown. We need to determine:</p> <ul style="list-style-type: none"> • If Newtown can be the "gateway" campus for our students. • If Newtown should focus on first year students and whether we would we have enough general purpose classroom space to do that. • Can Leestown campus provide overflow for Newtown and what will Leestown's focus be? Allied Health, Nursing? We will need to rebrand that campus with manufacturing programs moving to Georgetown. • What will be the function of Cooper campus if we remain there? Will students want to start at Newtown and then move to Cooper for specific programs? Will they pay fees to park? • Increase Hybrid offerings as part of this process? Include faculty in these discussions. 	<p>Dave will continue discussions about our campuses evolving and AD's need to keep faculty informed in this process.</p>

	No decisions were made at LET but discussions need to continue.	
How to Handle Missing Grades at Term End	<p>Faculty not submitting grades in a timely manner at the end of the semester creates issues for the Registrar's office and for students. What expectations do we have of faculty regarding grade submission and what we do with faculty who do not submit?</p> <p>Discussion of whether those faculty would forego the right to teach in summer and teach overloads. Since this is a problem with fall and spring semesters as well as summer, that won't address the problem with all faculty. If this occurs with part-time faculty, we could simply not rehire. Should we address in the PPE? What about FT faculty?</p> <p>This seems to be more of an issue over last few years. We used to have faculty turn in grade sheet to DOM at end of semester and AD's followed up if they didn't receive. Now, faculty don't necessarily see email from Registrar saying they haven't submitted grades.</p>	AD's to discuss at division meetings and bring back to ALT to develop plan to put in handbook.
IT Issues/Services	<p>Angie has received continuous complaints from faculty about classroom equipment not working properly and no IT person available to assist. Also, IT assistance is not available in evening and Library staff are not available in the evenings either. This issue was discussed in faculty council last week. Understanding that IT resources are minimal now is there any way to address this problem?</p> <p>LRC has faculty who inquire about these types of issues on a daily basis. However, the budget cannot support additional hours to staff the LRC. Is IT person available in Tutoring Center as in past? Funding was limited for that but Rebecca will check.</p>	<p>Dave will discuss with Ren, follow up with Tri, and AD's to communicate;</p> <p>Rebecca will follow-up with Tutoring Center to see if they assist with any of these issues.</p>

	<p>Jackie indicated that the math division has a goal to ensure that the coordinator or another representative is available at Cooper campus the first two days of classes to be available for issues faculty may run into. (Such as technology problems and/or access problems such as classroom door being locked, etc.) This has been more difficult to provide with multiple campuses. Someone should be available to assist faculty.</p> <p>Would it be beneficial to have signs posted in each classroom with info on who to contact for these issues? Would PD for troubleshooting common issues with technology be helpful?</p> <p>Need support for students as well in evening hours and at each campus.</p> <p>Steve indicated that instructional media is no longer part of LRC and there are fewer staff available to assist. Assistance is not available at each campus - only one person in IT is available to assist right now. Where do students go for IT support?</p> <p>Ben indicated that the IT Help Desk on line is available until 7 pm. The number to contact is 246-4600. Should we place a laminated copy of this in the front of each classroom for faculty? If student needs IT help, we need a place or person to send them to as well. (LRC does this by default)</p> <p>Dave indicated that the 246-4600 number should be posted and Tri could assist with that. Also AD's need to get info to Coordinators and faculty about this. Dave will discuss with Ren to see if LRC can have IT</p>	
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	<p>folks flex first weeks of semester to be available and Deans could possibly rotate availability for assistance. There is an expectation from SACS and Academics that students have a place to get trained so we need to have a conversation on how we can fulfill this need.</p> <p>Issues with new online students receiving the training they need to take online course if they are not familiar with Blackboard. We could enlist the help of student organizations such as PTK, Women in Technology, etc. Could they be available first 2-3 weeks to help students get started?</p> <p>Could we discuss with Runan to get work-study students do this? There have been fewer work study students available in last few years but Debbie will ask in SDEM workgroup meeting this week.</p>	
<p>Midterm and Final Exam Proctoring Locations</p>	<p>This is a topic that resurfaces in math division since many of their online courses require proctored exams and they are all offered at Leestown. Peggy Saunier coordinates exams and math division staffs these. The math division has polled students in the past to see on which campus students prefer to take proctored exams. Results indicate that half prefer Cooper, then Leestown campus and then Danville campus. It is becoming difficult to get people to proctor. Why can't we provide proctored exams at all campuses? Peggy simply volunteers to coordinate this and she may not continue to do so. Understands need for central location for this but it doesn't meet student's needs.</p> <p>CIT schedules proctored exams at Newtown now.</p> <p>Sandra in Distance Learning is available to schedule proctored exams elsewhere, if she is asked to do so. However, there are no rooms</p>	<p>Ben will follow-up with math and BCIS divisions to discuss further and will also discuss possibility of identifying additional staff to proctor with Rebecca.</p>

	<p>assigned to Distance Learning to hold proctored exams in at Cooper campus and no one to staff it if they schedule. Ben has been pushing for the creation of a large assessment center, but we don't have personnel to staff. The proctored exam room on Leestown is open from 8 am to 8 pm.</p> <p>It was mentioned that MLB 145 is used by the math division for proctored finals. (That room is assigned to Humanities for ENG courses during the semester, but since they don't have finals, it is available for use during finals week). Also, the math division encourages all of their online instructors who require proctored exams to proctor a midterm/final for every class they require it in. (For example, if an instructor teaches one online course, they proctor one exam; if they teach four online courses, they proctor four exams)</p> <p>Who should staff?</p> <p>Dave is not sure about the solution for regional campuses but in Lexington, with 3 campuses not that far apart, proctoring is a service we cannot duplicate on every campuses due to resources. He understands the desire to do this but as an institution, we can only provide on one campus to be efficient. Ensuring one lab is set up with appropriate software and IT assistance is challenging. We have no resources to do otherwise.</p> <p>Ben can work with math and BCIS division to develop better plan. Regional campuses are difficult to staff with proctor.</p> <p>We do need to provide services such as this to our students to retain them. We need to work to improve.</p>	
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	<p>Faculty can contact Sandra to work around issues with particular students for testing at Leestown.</p> <p>Providing students with info sheet on location and details about where proctored testing occurs or a “ticket” with the details may help.</p>	
Distance Learning PD Support	Ben is planning on using funds for Distance Learning PD support and training. The Distance Learning Advisory Committee will identify faculty in divisions who could share what they learn in conferences with the faculty at large. AD’s to help Ben ID folks from each division.	AD’s to help Ben identify faculty for this initiative.
Ongoing Items: ALT/SDEM Workgroup	Meeting this Thursday	Send any new items to Debbie
Ongoing Items: Academic Leadership and LET	Nothing new to add	
Additional Agenda Items	<p>Teaching and Learning Center initiative: Susan inquired about the status of Brent Eldridge’s Teaching and Learning Center initiative for peer observations. Greg indicated that nothing has been done since the last meeting due to the reassign time for leading initiative was cut. Brent is interested in pursuing this but is limited in doing so.</p> <p>Dave indicated that we would handle at division level for now. You may identify existing faculty who will volunteer as mentor and conduct peer evaluations.</p>	<p>Peer observations will be handled at the division level for now.</p> <p>Ben will send a copy of the observation document to ALT.</p>

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	<p>Astra Scheduling: Ben indicated that Will Hibbard is doing all of the Astra room scheduling and can't continue at current level with number of room requests being sent. Ben will work with James Hogan to bring back the online room request form and can train 4-5 other folks to schedule in Astra. Or, should we just handle at division level and request that all DOM's be trained in Astra?</p> <p>Dave suggested that AD's follow up with their DOM and recommend they receive Astra training to schedule rooms. However, this is not mandatory. Will to continue to schedule rooms until additional DOM's are trained. Next training Friday, Sept. 12th.</p> <p>A question of whether other, more user friendly and effective, software is available to schedule besides Astra. Ben indicated that it was.</p> <p>Dave will discuss with Academic Council since Astra is a system-wide software.</p>	<p>AD's to discuss Astra training with their DOM's.</p> <p>Dave will discuss the scheduling features of Astra versus other software programs with Ren and discuss the Astra with the Academic Council.</p> <p>Ben will discuss this in the Distance Learning meeting.</p>

	<p>PD for Leadership Conference: Bonnie discussed the PD for Leadership Conference at Madisonville this fall. (Oct 4th) Can we use Perkins money for this? AD's should identify emerging academic leaders to attend.</p>	<p>Dave will send out email with details on this conference to ALT.</p>
	<p>College-wide Adjunct Orientation: Angie has had discussions with her faculty about whether we should bring back the college-wide adjunct orientation. It was stopped because we thought the info was division specific but without it, the sense of community among adjuncts is not developed. Should we reinstate?</p> <p>Greg indicated that he likes division model. Some divisions invite leadership to the meeting so they feel more connected. This also allowed for networking and socialization among adjuncts. Many faculty skipped the college-wide meeting but attend this. Would like to have each division provide this on same evening.</p> <p>Dave indicated that ALT should look for common date for fall division adjunct orientation.</p> <p>Meeting adjourned at 3:45 pm.</p>	