

Date: September 16, 2014 Time: 2:00 – 4:05 p.m.		Facilitator: Marty Baxter Recorder: Angie King
Present: Marty Baxter, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Kevin Dunn, Jackie Wiseman, Angie King, Tammy Liles, Bonnie Nicholson, Ben Worth, Steve Stone Guest: Yasemin Congleton		
TOPIC	DISCUSSION	ACTION
ALT Minutes from 9/9/14	The minutes were approved.	
Good News	Greg Feeney's 102 nd birthday was announced ☺	We helped him blow out his cupcake candle ☺
Follow-Up from ALT Minutes	<p>Advising: Yasemin said the Student Advising Committee met on Friday, September 12th and that the majority voted to try the FYE Advisor Program. She emphasized that the program will not impact technical faculty and students; students who declare technical programs will be assigned to technical advisors as soon as possible. She noted that the program is more for AA/AS and undeclared students.</p> <p>Regarding the FYE Advisor Program, the committee will gather data in the fall but more extensive data in spring 2015 in order to determine the program's success.</p> <p>The importance of students declaring a program as early as possible was mentioned.</p> <p>Yasemin also discussed how she is a behind in the advising assignment process.</p> <p>She further stated that there are a lot of Criminal Justice students and that some faculty have less than 40 advisees, which is something she is trying to correct.</p> <p>Finally, Yasemin explained that students who only take fall and spring II classes are not assigned advisors and that these students are in need of advising assistance.</p>	Yasemin asked ADs to help identify faculty who would possibly accept a few extra advisees this semester. Let her know if you have folks in mind.

During the advising discussion, Ben explained that Starfish reports do not violate student privacy. He stated that faculty can set up Starfish to get either daily or weekly reports.

Online Class Maintenance: Ben stated that his group was meeting on Wednesday, September 17th to discuss possible models.

Service Opportunities: Dave announced that the Natural Sciences Division will take the lead on the Leestown Middle School service.

Follow up-Lexington Facilities Discussion: Dave said that he, Rob, and Tammy met to look at existing science labs and to indicate needs in the area. He mentioned that our next Newtown building will be largely a science building but meet other College needs as well. He said that the locations of AH and NUR are still under consideration.

On a side note to the facilities discussion, Dave emphasized the need to put together a 2, 3, or 4-year plan for Perkins funding. There is a lot of opportunity for funding.

Missing Grades at Term End: Dave reiterated that this is a bigger issue than it should be and that ALT needs to explore ways to correct it.

It Issues/Services: Dave plans to discuss this at the next LET meeting.

Academic Chair Conference: Dave acknowledged how he might have sent mixed messages over PD funding, stating that Academics will pay for attendance to this conference. However, Academics will still pay associated fees.

Transcripts: Dave hopes to have transcripts centralized; he thinks they will go to HR.

Essential Agenda Additions	Debbie and Tammy had additional items to discuss.	
Summer 2015 Calendar	Angie verified with the group Faculty Council's vote for version B of the summer 2015 calendar. Members discussed how there will be a tighter turn around for grade submission after summer II. Dave said that the 6-week/6-week model should be used except there's a special case.	
Course Analysis Team Summer Schedule and Room Recommendations	<p>Dave highlighted each of the summer 2015 schedule documents sent to ALT (the schedule, the process, the grid, and the recommendations). He explained how the recommendations originate from historical data and informed us of the on-going discussion regarding classes offered on the regional campuses during the summer.</p> <p>Dave emphasized the following summer schedule items:</p> <ol style="list-style-type: none"> 1. Additions, if any, need to go through ADs first. (Members discussed SDEM's request for a timely response to course addition requests and how there is an inherent delay due to the frequent need to cancel before adding). 2. "Rules" regarding the process need to be followed. 3. It is better to have too much in escrow rather than not offer enough. 4. For summer, a lot of changes were made to the room grids. 5. The Course Analysis Team put times in the recommendation file. 6. The summer schedule keeps 105, 106, and 107 on Newtown open for Summer Orientations. 7. There is a course fee column in the recommendation file now. (Members discussed the positives and challenges; positives include cheaper book fees for students and more profit for Barnes & Noble, but possible challenges include the selection of the book or management system, communication between the book store and the registrar, and the plan of action to take in the event that a fee is attached to a section but the faculty originally assigned is no longer teaching that section.) 	<p>Dave asked ADs to review the summer schedule materials and to give him feedback within a couple of days.</p> <p>Dave will add a Newtown tab to the recommendation file and resend.</p> <p>ADs are to discuss the course fee model in 09/19 division meetings.</p>

	Regarding OERs, it was brought up that faculty at the College need to begin creating and using our own rather than using those created and sold by others.	
Course Schedule Changes During Priority Registration	Ben mentioned this during the Summer Schedule discussion, and at this point, Dave reiterated that SDEM needs to communicate with ADs to request changes. This discussion was specific to course additions that occur around late registration.	
Online Enrollment Data	Dave presented online data from fall 2010 through fall 2014. BCTC is doing a better job capturing our students now than in the past. We do a better job of this in fall semesters. However, we need more qualified faculty to teach the more popular online classes. ENG 101 and COM 252 are good examples.	ADs of areas that have the more popular online classes need to escrow more of them.
Travel Budget	Dave stated that each division has a budget chart string for faculty travel between campuses and that we should use that money before requesting money from Academics. During this discussion, travel money for PD was mentioned. Dave said that technical areas may be able to use Perkins money for this and to do so when possible.	
Ongoing Items Update – SDEM Workgroup	As of last Thursday, fall II enrollment from 2013 to 2014 is up. For Fall II 2013, 2,200 seats were available and students enroll in 1,700 of those seats. For Fall II 2014, 3,000 seats were available and as of 9/11 students had enrolled in 2,088 of those seats. SDEM voiced that we need a more systematic way of looking at Dev Ed needs and wants to increase DEV ED offerings in fall II. Admissions is using social media to connect with UK students regarding fall II. Apparently, students using Pell Grants must register for all of their fall or spring classes at the beginning of a semester in order to have them paid for by their grant; this is because tuition for them is calculated at	

	<p>the beginning of a semester. The International Students Office is now under the Admissions Office. BCTC will have 5 Designated School officials (DSOs). Two staff members from Admissions will be Principal Designated School Officials (PDSO's) and will be responsible for tracking all international students and reporting to SEVIS. Sarah Galvin will continue, this year, in her role, and moving the International Students Office to Admissions gives her much needed support. Jim Fenton will soon be enabled to lift international student holds. Still, there is a need for more international student advisors.</p>	
<p>Academic Leadership Team Calendar</p>	<p>Fall Break is October 13th and October 14th.</p> <p>ADs were reminded to return the second spring schedule proof to the Course Analysis Team by September 19th.</p> <p>Ben discussed new KCTCS distance learning initiatives that were talked about at the E-learning Ad Hoc Team meeting and at the Distance Learning Peer Team meeting (both last week). The vision of distance learning at KCTCS, as presented by Dr. Selbe, is more of a learn-on-demand model that is self-paced and competency-based. Below is the statement from the KCTCS Distance Education/eLearning Strategic Plan Ad-Hoc Team Charge: ...in this initial segment the Team will craft a proposal for unifying all distance education/eLearning into a system-wide delivery that is designed to meet the learning needs of KCTCS students, and to create measurable outcomes that verify student competence and increase their employability throughout Kentucky and beyond.</p> <p>As part of this discussion is the distance learning business model and possible changes to the college that receives head count and the one that receives revenue.</p>	<p>Ben will continue to work on these distance learning system committees and report back to ALT.</p>

Division Meeting Topics	Division meeting topics include: <ul style="list-style-type: none"> • Missing grades at term end • Spring 2015 schedule, second proof • Spring priority advising/registration • Newtown Family Fun event (09/20) • Text book/fee model • Academic Dean Search 	Dave will send an email about the Academic Dean search at around 3:00-4:00 on Friday.
LET/Academic Council Update	Dave announced that he had nothing to add from LET because they did not meet this week.	
Additional Agenda Items	<p>Debbie/Hazardous Material Certificate: Debbie said that Todd Gray informed her that DOMs should keep these certificates on file and that they should not be kept by Safety and Security. Tammy said that Shelly Newman is the Chemical Hygiene Officer for the College and that these certificates should go to her.</p> <p>Tammy/NASA KY Grant: Tammy reminded ALT that she sent an email to faculty regarding this grant.</p> <p>Tammy/Graduate Women in Science: Tammy reminded ALT about the T-shirt design contest. She referenced the email she sent.</p> <p>Tammy/ASTRA: Tammy noted that there have problems with the ASTRA schedule.</p>	Tammy asked members to remind faculty to read the email about the NASA KY Grant.
Adjournment and Next Meeting	<p>The meeting adjourned at 4:05 p.m.</p> <p>ALT-Tuesday, September 23, 2:00-4:00, Newtown Campus Room 123 Facilitator-Steve & Recorder-Bonnie</p> <p>Dave reminded us that ALT will not meet on Tuesday, September 30th.</p>	