

Notes from
AALT meeting Thursday, January 10, 2019

Attendees: Melba Acevedo, Donna Bertolino, Rachel Boersma, Kim Burns, Mike Hearn, Mary Farrell, Nancy Julin, Carolyn Knoepfler, Janice Rogers, Marcy Yeager, Grace Young, Judith Zubrow

Absent: Kelly Sullivan

Facilitator: Sharon McDermot

1. Revised math policy – Grace

A rationale was presented for the needed revision of the College's Math Policy

- With the ISE initiative, the current Math Policy is no longer viable as it creates barriers for students and their registration capability
- The current policy does not align well with the Curriculum Maps that the faculty have worked on for their respective programs
- There are so few programs that require two or math courses that it is no longer feasible

The new math policy gives all academic and faculty advisor more leverage, to require students to register for math early, in terms of being able to point a policy that gives them the authority to mandate students. The policy explains the consequence to students who do not adhere, and takes the potential to blame the college, and advisors away from the student.

2. K. Fleese request – Mary, Kelly

In an effort to raise awareness and give students some basic signing knowledge, Kevin has been talking to faculty and administrators in other Academic program about having their students take some ASL courses.

- Mary commented that she feels it is a great idea, but many of the programs and certificates in the Health Professions do not have the capacity for an extra course.
- Grace added to Mary's comment that the programs that do require a Global Humanities already encourage students to take ASL 101. Another program that has added it as a humanities elective option is Criminal Justice

3. Food for centers - Sharon

- Sharon reported that she has not yet addressed this topic.

4. Grant purchase quick reference guide – Sharon

- Sharon handed out a copy of the Grant Purchases Quick Reference Guide and asked everyone to review and give feedback. The Dean and Assistant Deans in Lawrence did have a copy on hand, but Sharon will provide them with a copy
- Sharon pointed out that the main point is that there will be no more travel advances issued (New State Policy prohibits advancement of funds for conferences etc.)
- Carolyn Knoepfler brought up the fact that her area uses equipment that is only made by one company, so it is impossible to get a quote from three different companies. This will need to be further addressed.

5. DCE bargaining agreement changes – Sharon

- Sharon pointed out that the new DCE contract has updated salary grades on pg. 11 # 802
- When courses are cancelled, in addition to an email and phone call must be made---Assistant Dean Nancy Julin asked what do you do if you call and the number is not a good number or is not in service.
 - ✓ Grace suggested that because everyone at the college who are employed by the college has a record in BANNER, so should we be entering a comment on SPACMNT that the supervisor attempted to make a call, but the number was not a working number, disconnected etc...
- Sharon pointed out that the sick leave portion of the DCE contract is confusing, but will begin in spring 2019

6. Update on Room E 160- Sharon

- Being renovated into a Computer Lab with 30 computer stations, new screen, new projector, and new faculty station
- All new computers

7. Update on Advising Council and Priority Registration Pilot--Grace

- Grace explained that there is planning underway to pilot a priority registration week for:
 - ✓ students with 25 % of courses requirements remaining towards graduation from (Degrees and Certificates
 - ✓ Veterans and Service persons and dependents,
 - ✓ Athletes
 - ✓ Dislocated Workers
 - EAB Navigate Advisor Roles for DCE Faculty
 - ✓ Grace asked the group to let her know if there are other DCE faculty they would like to have the Advisor role in EAB Navigate-this would allow them to see all students if they plan to work in the Academic Centers or work with students they have in their classrooms
8. Sharon reminded everyone that Cancellation meeting will be on Monday and she reiterated that there are some very low numbers in quite a few courses.

Other Business:

Carolyn Raised an issue she encountered with the bookstore not having the books for her Winter Intersession course after she placed her order before the deadline.

Janice commented that they are using the same percentages from years ago when they order and that needs to be updated.

Sharon made the group aware that she will be meeting with the bookstore manager the week of January 14. She will report back to the group.