

***Academics Leadership Team Meeting Minutes***

**Date:** April 10, 2012 **Time:** 2:01 – 3:15 p.m.

**Facilitator:** Sandy Carey **Recorder:** Charles James

**Present:** Marty Baxter, Sandy Carey, Greg Feeney, Ben Worth, Debbie Holt , Charles James , Tammy Liles , Karen Mayo, Mike Franklin , Vicki Wilson, Rebecca Simms, Bonnie Nicholson, Ruth Simms, Paul Turner, Diana Martin, Dave Hellmich, **Guests:** Wendy Bolt and Daniel Sulfridge

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
<b>ALT Minutes</b>	ALT minutes from 3/27/12 were presented.	ALT minutes approved as edited.
<b>College Counseling Services</b>	<p><b>Career Development and Counseling Services</b> is located in Room 320C Oswald Bldg. at Cooper Campus.</p> <p>Wendy Bolt introduced Daniel Sulfridge who came to BCTC in November as a Lic. Ky. Professional Clinical Counselor. Daniel passed out a brochure of services offered. Staff includes Audra French, Career Development Specialist, Kurt Knott FT Counselor at Regency, Kammy McCleery, Counselor, and Jessica Woolridge. Appointments can be made on their website and services are available at no charge to BCTC students and include Cooper, Regency, Leestown-Room 104 in C Building, , Danville, Winchester, and Lawrenceburg campuses. They also offer a 5 week, 1 credit hour Career Planning course for students. Services also include BCTC Career Links, Job Database, and Job Postings.</p>	
<b>Essential Agenda Additions</b>	<p>FT Faculty Line (Debbie Holt) – Dave was asked how the decision was made to hire a faculty member in Film which did not follow ALT’s listed priority for new full-time faculty hire. Dave stated that he made the decision and that the program had been successful especially in public image and could be a signature program for the College. He also stated that the program cannot be sustained with part-time faculty and that significant, dedicated space in the building under construction at Newtown Campus was being developed.</p> <p>May 7<sup>th</sup> ALT Time (Karen Mayo) Karen inquired about the time of the May 7 ALT Meeting at Cooper. The meeting will be 10:30-1:00 with end of year pot</p>	

	<p>luck afterwards.</p> <p>Tutoring (Greg Feeney) Greg stated that a Tutoring will be offered Summer I and II on a bare minimum schedule.</p> <p>Faculty Elections (Discussion) Issues that were discussed included how to get better participation and nominees for positions. Diana Martin and Debbie Holt said that they had sent out information within their divisions about serving and trying to encourage participation, Ruth Simms said she contacted faculty who had recently stated they were concerned about lack of faculty voice. Karen Mayo had conversations with faculty and sent out an email encouraging participation. Sandy stated that an efficient governance structure was needed. It was also mentioned that there was a perception by some faculty that Faculty Council lacked leadership and is not doing a lot.</p>	
<p><b>Advising Related Topics-</b>Ben Worth</p>	<p>Summer I sign-up for in office advising is ongoing on the “Point.” Information is posted on the Distance Learning Team Site/Advising. Email will go out Monday to Faculty and Leadership.</p> <p>Deans with Tech programs should get information from program coordinators concerning Fall Late Advising Schedule and forward to Ben. <i>Note:</i> It was stated that Pre Tech. Advisors can advise in their offices as they did last year.</p> <p>It was suggested that it would be good to identify person(s) in the Transfer Program that could serve as point person for UK and ECU that would share information with advisors at BCTC.</p>	<p>Ben will send e-mail to Asst. Deans with information to forward Tech. or Gen Ed. Coordinators and Faculty.</p> <p>Asst. Deans w/Tech. Programs forward Fall Advising schedule information. [<i>This issue was tabled awaiting clarification of process from Asst. Deans and Coordinators and should be brought back to the table.</i>]</p>
<p><b>Saturday Security-</b>Greg Feeney</p>	<p>Greg stated that we do have PT hired Security on weekends at Leestown and extended hours during the week. If there are problems on weekends, please provide feedback so that the problem can be addressed. It was suggested that if you have unique/non-regular scheduled classes or activities, Security should be notified in advance so that rooms can be opened.</p>	<p>Greg will send out the phone # to use to contact Security.</p>
<p><b>Medical Emergency Procedures-</b>Ruth Simms</p>	<p>Non-emergencies: Fill out an incidence report. Medical Emergencies- Call 911.</p>	

<b>APT Follow-up/ College's Strategic Plan- Dave Hellmich</b>	For next meeting, look at Objectives and Action Steps “akin” to Academics. Look to see if these reflect what we will be doing next year. 1) Look at action steps to see if revisions needed. 2) Revisions /additions to objectives and action steps if needed	Strategic Plan was sent out by Dave. Revisions or additions to objectives and action steps for next year should be submitted to Dave.
<b>Ongoing Item(s) Update:</b>	<b>ALT Workgroups</b> <b>ALT Initiatives</b> <b>Calendar Items:</b> Special ALT Merit Bonus meeting Ap. 19 <sup>th</sup> Coordinators Orientation Ap. 20 <sup>th</sup> Graduation, May 6 <sup>th</sup> . *May 7 <sup>th</sup> - Summer/Fall- Course Schedule Contingency plans.	No reports No reports  *Asst. Deans should work with Coordinators on contingency plans for Summer/Fall Class Schedules including Summer coverage and back-up list of PT faculty who can be called and their phone #'s.
<b>Announcements</b>	> Concern was expressed about Email from Laura Williams that only two faculty members had been nominated for leadership positions especially in light of the expressed concern about faculty governance. Dave stated that Faculty Council needs strong faculty. > Rebecca Simms: Go To College Fair- 5 programs have responded that they will participate This fair will be in M-Building at Leestown. Rebecca asked Asst. Deans to encourage additional participation from their program areas and suggest program representatives. It was also suggested that it would be a good idea to ask Daniel Sulfridge- Career Counseling if he might participate. Bonnie suggested that it is effective to have program students to also participate.	
<b>Adjournment</b>	Meeting was adjourned at 3:15 p.m.	
<b>Next meeting</b>	Tuesday, April 17, 2:00-4:00, Leestown Campus Boardroom. Facilitator: (Greg Feeney) & Recorder: (Sandy Carey)	