ACADEMIC LEADERSHIP TEAM	
Date: March 22, 2011 **Time**: 2:00 p.m. – 4'ish p.m.	**Facilitator**: Marty Baxter **Recorder**: Michael McMillen **Location**: Regency 201
Present: Dave Hellmich, Bonnie Nicholson, Sandy Carey, Debbie Holt, Charles James, Mike McMillen, Vicki Partin, Dianna Martin, Ben Worth, Paul Turner, Jenny Jones, Karen Mayo, Greg Feeney, Tammy Liles, Vicky Wilson, Rebecca Simms, Marty Baxter	**Visitors:**

Agenda/Issues	Discussion	Action
	• Meeting was called to order at 2:04	
Approval of March 8 minutes	• Approval was postponed until March 29 meeting.	
KCTCS Dual Credit Workshop	KCTCS is working with a national accrediting organization for dual credit. Although not mandatory, KCTCS would like colleges to participate to help transfer and acceptance of dual credit. The college needs 3 people on their core team – Rebecca, one technical faculty, and one general education faculty. AD need to submit recommendations to Rebecca. Team members will attend three days of workshops: April 1, and June 2&3.	Names of faculty to Rebecca by Friday, March 25.
Advising	Ben distributed a handout with advising opportunities to apply to PPE.	
Scheduling Coordinator	March 30 deadline for applications and qualifying faculty will be sent email on March 14.	
Classroom Equipment Priorities	We have some money to spend on classroom furniture or equipment: Get information to Deans for any classroom needing chairs, tables, etc. for prioritization.	
Classroom Assignments	We had an incident where one faculty scheduled in a room was bumped by the registrar's office. Protocol will be to use rooms owned by a division, then shared, then go to your AD to work with AD for division that owns room. This should all be worked out in academics, not through the registrar's office.	
Final Exams	Final Exams scheduled in M-122 may need to be moved. The student center at Leestown is going to be remodeled and preparatory moves will begin the week of final exams. The One Stop will be moved to M-122 for the summer while air conditioning and remodeling is under way.	
Leadership Updates	Two mid-year leadership updates: • Lisa Romely will be the coordinator for Cooper RN program. • Dixie Webb will coordinate the Lawrenceburg RN program. • Kristin Tiedeman will no longer be the director for the Fayette Co. Adult Ed program. This position will use the same model for coordination as other divisions with the coordinator being assigned from faculty/staff reporting to Rebecca. Applications need to be submitted by April 8 with position being filled by April 20.	
BCTC Alumni Council	An email was distributed explaining the decision by the Alumni Association to replace the Association with and annual Alumni Council. AD's were asked to review and respond to Dave if they have concerns.	

DOL Grant Application	Meetings with Mary Forbes have been held to prepare BCTC's request for funds from the DOL grant. KCTCS is hoping to obtain about $20 Million and BCTC is submitting requests for a share of this grant. Areas of interest include: Health, Career Center, Business, Physical Therapy, Med Lab Tech, Vet Tech.	
Essential Additions	• Online office hours: if teaching all online, still should have in person office hours unless AD and Dean approve alternate plan. • Laptops: If laptop computers are needed for instructional use, send request to Dave and we should now be able to get them. If there is to be no confidential information stored on them, then we should be able to make a case for purchase. • Send outstanding program graduate to Linda Faul. • 2 and 4 year reviews. Sandra distributed list for faculty in line for either a 2 yr or 4 yr review. Please look at the list and send any corrections. • Faculty/Staff should review the Years of Service list sent on email and let HR know if there is a discrepancy. Often actual hire date changed when moved to KCTCS.	
Next Meetings	• Tuesday, March 29, 2:00-4:00, Cooper Campus OB210 • Facilitator (Tammy Liles), Recorder (Rebecca Simms)	