

**Academics Leadership Team Meeting Minutes**

**Date:** August 11, 2010  
**Time:** 10:00 – 4:30 p.m.

**Facilitator:** Dave Hellmich  
**Recorder:** Kim York

**Present:** Greg Feeney, Rebecca Simms, Vicki Partin, Sandy Carey, Vicki Wilson, Jenny Jones, Ben Worth, Charles James, Paul Turner, Mike McMillen, Bonnie Nicholson, Tammy Liles, Diana Martin, Debbie Holt, Dave Hellmich, Marty Baxter, Karen Mayo  
**Visitors:** President Julian, Bruce Manley

<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
<p>Welcome from President Julian</p>	<p>President Julian noted that Assistant Deans are both leaders and faculty. She appreciates that the ALT members have a difficult job in many ways. She discussed an article in a KCTCS Higher Ed piece called “More than a Paycheck.” The article discusses the need to see both enrollment numbers, and why people go back to school in a much broader sense.</p> <p>President Julian stated that the ALT has accountability issues/requirements both state and federal, and many show up in strategic planning. While there has been more focus on higher numbers, the focus will now be on students earning associate degrees. Retention and transfers will be more of the focus. Developmental areas will also have more focus, and the QEP helps in this area.</p> <p>President Julian noted that the college’s climate has a long way to go for everyone to see that we all have the same goals. We need to improve communications, and the way conversations are framed. Bonnie added that we are all free to speak, but many times there are conversations outside of the domain of academics. President Julian said that is where Dave’s role with LET is important.</p> <p>Concern about the One Stop on the Leestown Campus was raised. President Julian said there is a willingness to be responsive and make this better.</p> <p>President Julian said we need more scholarships, and we need to manage the ones we have better; we are working on a new Call Center; we plan to hire a Return to Title 4 employee; and she will be discussing tenure is on the Faculty Council agenda for Friday.</p>	

<p>Role of Academics Leaders</p>	<p>Dave gave an overview of his view of ALT members who strive to maintain balance as the Person, the Professional, the Manager, and the Leader.</p> <p>—Maintaining Balance</p> <ul style="list-style-type: none"> <li>• Character, Personal Capability, Interpersonal Skills, Focus on Results, and Leading Organizational Change</li> <li>• Dave said we must not allow the managing responsibilities to eclipse everything else. We are perceived to be key leaders, and we have a responsibility to manage efficiently. Character and ethics are most important.</li> <li>• Regarding tenure: We will continue being part of this discussion. We should be able to articulate the situation, but we do not own it.</li> <li>• Interpersonal skills are important.</li> <li>• We need to talk and we need to get results. We need to make sure things happen.</li> <li>• Dave said he thought the culture of the college has not been decided yet. Maybe ten years from now the culture could be what we want it to be. It could be the city on the hill...flagship. We have incredible people. What year will be the tipping point? This year...possibly. We are a place that is dynamic. We can deal with issues and be professional.</li> </ul>	
<p>Astra Schedule: Bruce Manley</p>	<p>Bruce went over the basics of Astra scheduling with the ALT group. He also listed the campus schedulers for the new program: Cooper-Virginia Cisenius; Regency-Shannon Bentley; Leestown-Brittany Griffith; Winchester-Bruce Manley; Lawrenceburg-Rhonda Wheeler; and Danville-Erin Tipton.</p>	
<p>Role of Academics Leadership Team (ALT)</p>	<p>Dave led discussion on ALT 2010-11 initiatives.</p> <ul style="list-style-type: none"> <li>• Create an action team to identify new programs, focused on high wage and/or high demand occupations; Bonnie will take the lead.</li> <li>• Develop consistent assessment of student learning outcomes related to general education and program competencies; Dave will take the lead.</li> <li>• Support expansion of weekend and regional campus offerings; Dave will take the lead.</li> <li>• Establish a Center of Excellence for Teaching and Learning to support comprehensive planning for faculty development; Sandy will take the lead.</li> </ul>	<p>Dave will bring a list of all ALT workgroups to the next meeting so we can discuss workgroup assignments.</p>

	<ul style="list-style-type: none"> <li>• Increase supplemental instruction for students; Greg will take the lead.</li> <li>• Develop and implement an Honors Program; Dave said we just need to do it.</li> <li>• Expand and support Learning Commons resources at all sites; Greg will take the lead.</li> <li>• Develop new support structures to increase pool of qualified adjunct faculty and to support coordinators; Dave will take the lead.</li> <li>• Continue to determine priorities for faculty/staff positions and increased budgets; Dave discussed the current non-recurring funds acquired by Academics and discussed the following upcoming deadlines: <ul style="list-style-type: none"> <li>○ August 20<sup>th</sup> deadline (2010-11 non-recurring staffing)—talk with me this week</li> <li>○ October 12<sup>th</sup> deadline (2010-11 non-recurring operational/equipment &amp; recurring faculty/staff positions)—September 16 special ALT meeting</li> </ul> </li> <li>• Continue to improve quality in online courses; Ben and Greg will take the lead.</li> <li>• Implement improved advising model; Dave, Greg, and Ben will take the lead.</li> <li>• Continue strong partnership with Student Development and develop such a partnership with Finance and Operations (workgroups).</li> <li>• Need to establish an ITS workgroup</li> </ul> <p>The tenure issue was noted: Dilemma about what to say during the division meeting. Dave asked that everyone reread email from President Julian. Tenure discussion began regarding communication to divisions. Dave said dialogue with President Julian will continue. It was noted that things are talked and talked and then a decision is made regardless, similar to the calendar issue.</p>	
<p>Leading and Managing: Academics Updates</p>	<p>Sandy Carey</p> <ul style="list-style-type: none"> <li>• Four new hires in her area. They were successfully oriented at the new faculty orientation. She said it was exciting that we have new faculty; many had been adjuncts here before. They were enthusiastic. People are seeing we are moving past budget problems.</li> </ul> <p>Bonnie Nicholson</p> <ul style="list-style-type: none"> <li>• Nursing hired four new faculty. Three will be working at Lawrenceburg and</li> </ul>	

one will work with PN at Leestown.

- Business also hired one and will be interviewing another candidate tomorrow.
- NARA has had major changes. Chris McCarron will be housed at KCTCS. Mike McMillen will be spending three days a week at NARA. Dave added that prior to these changes, NARA was a system program and we were simply providing curriculum like Lockmasters. It is now with the college; still cost neutral to the college. This is a transition year. **Kudos all around for Mike.** An assistant to the assistant dean will be Mike Franklin.

Greg Feeney

- James Goode has come on board and hit ground running with tutoring. Greg noted that the goal is to make tutoring friendlier so that students know when it is available, and make it available when students need it. MB225 tutoring center at Cooper; Friday will have an open house.
- We have a new counseling college-wide home in office 320C at Cooper. Laura will be working one day in Winchester, while Kirk is at Leestown two days a week. There will be a greater presence at Lawrenceburg and Danville. Students can make their own appointments through appointments plus.
- Rebecca said Opportunity College is continuing. She had orientation today for the new students since Fayette County started back today. She noted that last year they had 50 students and this year they have 70. **Wild applause for Rebecca.** She said they were getting more qualified teachers. Rebecca noted that Debbie Vantrees will continue GED testing, but will give 50% to Opportunity College.
- Greg discussed that Boyle County was added to adult education. Hiring is currently taking place. Space for the lease is being identified. Fayette County adult education was continuing very well. He said it was nice to get to know people in the program. He said they were very dedicated people. Greg said the grant for adult education is based on the number of people who do not have a GED or high school diploma. The more people they recruit, the more money they receive. Rebecca noted that she is currently in building C but will be in Building A where the break room used to be very soon. Bonnie noted it was across from the learning commons.

	<ul style="list-style-type: none"> <li>• Charles mentioned Ray and Rick were now under ITS but that no one should see any differences in the service.</li> </ul> <p>Dave Hellmich</p> <ul style="list-style-type: none"> <li>• The Corrections Program is no longer with college. Greg asked about faculties that are adult education who work with corrections. Karen said they could participate in the KCTCS senate, and participate in the one big election. This would require a BCTC rules change.</li> <li>• Dave mentioned how nice the auditorium is at Cooper.</li> <li>• Dave went over the organizational chart. He noted that Jocasta Gardner’s office moved to 211 MB. Diana noted that Nancy changed back to her maiden name of Dreher. Dave added that Natural Science was now in 234 OB. Dave said Business was now Business &amp; Education until further notice from Jenny. Dave said Shannon Bentley now reported directly to Jenny and that Misty Ritchie now supported Rebecca. He added that Ben will be supported by Karen Dearborn. Dave also said Ginger Porter would be supporting James Goode and Kirk Knott.</li> </ul>	
<p>Managing . . . Nuts and Bolts . . . Goal to address 95% of all issues promptly</p>	<p>Minutes from 5/11/10 were approved.</p> <p>ALT Meeting Schedule/Facilitator and Recorder Sign Up sheet was distributed.</p> <p>Ben discussed course shells and advising resources including the audiovisual for blackboard, Peoplesoft upgrades (navigation changes, student/class permissions, Faculty/Advisor Center, and Student Center), and program advising resources on the web site. <b><i>Animated appreciation from all.</i></b></p> <p>Ben asked ALT members to check their academic program information for any changes/misspellings/links and to send program plans and checklists (so far only half complete have been submitted). He said he would be giving this information to coordinators tomorrow.</p> <p>Dave noted Faculty staff/faculty resource changes.</p>	<p>ALT members are to check their program sites for any changes/misspellings/link and report changes to Ben.</p> <p>ALT members whose program checklists are not completed need to send these to Ben.</p>

	<p>Dave distributed a handout listing the former content web masters in Academics; this list needs to be updated.</p> <p>Dave noted the IT Responsible Use, Sexual Harassment, QEP Training, and Advising Training need to be incorporated into PPE's. Every faculty member must have one advising training session and one QEP training session each semester documented on his or her PPE.</p> <p>Dave pointed out the currently revised language regarding the Weather Policy and asked for feedback: " Bluegrass Community and Technical College (campus location) opens at 9:30 a.m. today (date). Please note: All classes in session as of 9:30 a.m. will operate on their regular schedule."</p> <p>Dave discussed a serious summer security incident.</p> <p>The following topics were identified for Division Meetings: Faculty staff positions- prioritizing prior to Sept 16<sup>th</sup>; budget requests; tenure; updates from Bonnie, Greg, Sandy &amp; Dave; course shells; advising resources; faculty/staff PPE's; approved classes for 24<sup>th</sup>; committee assignments; and weather policy.</p> <p>Karen asked that External Overloads be applied consistently throughout divisions.</p>	
Additional Items	<p>Computer Lab Office Hours: Vicki Partin wants to be sure there will be evening computer lab hours. Charles added there were hours M-Th till 7:00pm at Cooper. Tammy wanted to know the overload process.</p> <p>Debbie said Vickie sent out division dates for the year. She wanted to know if they were approved. Dave said it was approved by faculty council.</p>	<p>Dave will contact Ren Bates.</p> <p>Dave asked that a colleague sit down and discuss this process with Tammy.</p>
<b>Next Meeting</b>	Tuesday, August 24 Regency Campus, 201	
Adjournment	The meeting adjourned at 4:30 p.m.	