

**Academics Leadership Team  
Meeting Minutes  
8/10/11**

I. Call to order

Dave Hellmich called to order the regular meeting of the Academics Leadership Team at 10:05 a.m. on 8/10/11 in the Leestown Campus Boardroom.

II. Roll Call

a. Sign-up sheet was passed around for BA50 approval and lunch and was followed by the 2011-2012 Facilitators/Recorders.

b. The following persons were present: Dave Hellmich, Bonnie Nicholson, Tammy Liles, Paul Turner, Charles James, Diana Martin, Jenny Jones, Marty Baxter, Karen Mayo, Rebecca Simms, Michael McMillen, Luv Robertson, Ruth Simms, Vicki Kegley Wilson, Ben Worth, Debbie Holt, Greg Feeney, Sandy Carey, Augusta Julian

III. Approval of minutes from last meeting

Because of time constraints, Dave advised members of the ALT to review them on their own time. Minutes will be approved as read by each member of ALT. Any questions, objections or concerns will be addressed at the next meeting.

IV. Open Issues

Dave welcomed Ruth Simms to the ALT and welcomed Luv Robertson as the Recorder for the 8/10/11 meeting. He concluded with a briefing of Joyce Combs' passing and her memorial service and the rescheduling of the New Coordinators Meeting scheduled on the 11<sup>th</sup>. He informed ALT that they could bring in groups on a one-on-one basis and provide mentoring to them if necessary. Dave concluded by stating that President Julian will be arriving about 11 a.m.

V. New Business

a. Dave opened with the Role of Academic Leaders and the importance of incorporating each process to fulfill this purpose. The leadership paradigm for this initiative is that balance is the key to maintaining efficiency within each of these roles-the person, the professional, the manager and the leader. He stated that collectively we do a very good job and have a very strong collegiate relationship that helps to uphold that bond and strengthen our relationships when faced with forks in the road. He stated that it is such a fine line for Assistant Deans to realize that they should not have to take ownership for situations, problems or circumstances that will compromise their positions. Dave emphasized that communication is the key to be able to focus fully on the results and leading organizational change. Dave stated that we have the prime voice in the direction of Academics and it is important that ALT continues to exercise this voice. "Pause for comments." Dave directs focus on three items that have been shaded on ALT Agenda that need to be looked at closely today: BCTC's Strategic Plan, Decision Matrix, and the Academics Calendar. Dave concluded with a brief overview of what topics will be covered and provided information about where individuals can take donations in honor of Joyce Combs' death.

b. ALT took a moment of remembrance for Joyce Combs: Dave opened the floor by speaking of Joyce Combs' contributions to the college and the impact she had on the students and the college as a whole. Jenny Jones questioned if there was going to be someone available in that area when classes started back to inform students of Joyce's passing and offered Hospice as a source of contact for students, faculty and staff that may be grieving. Dave advised Jenny to forward the contact information for Hospice to him and that we would make it available to the college. In closing, Dave stated that Karmen and Wendy will be facilitating in that area until further notice.

c. Dave moves to the floor by introducing the next topic of focus: the importance of the BCTC Strategic Plan. He emphasizes that the highlighted areas are of utmost importance. These areas of focus are when change occurs for the college. The first topic of discussion was to create an action team to identify new programs and focus on high wage and/or high demand occupations. Dave emphasized that program developments are phenomenal examples of faculty leading us into something new. Kathy Swango and Dave are scheduled to meet and create, implement, and streamline a new process for when we start something new: A process as simple as: here are the beginning processes to make this curriculum work will suffice. This process in the past has been viewed as a weakness within the college. Bonnie approached the conversation and stated that Needs Assessment is an important process to incorporate.

d. The next topic of discussion focused on developing and implementing an Honors Program. Diana Martin began the conversation by stating that there are 45 students now enrolled in the Honors Program. She spoke about the

- positives and negatives facing the development of the program. Diana concluded by stating that their main concerns are to establish a dedicated program budget and establish a college level honors program committee or action team.
- e. The next topic of discussion focused on developing consistent assessment of student learning outcomes related to general education and program competencies. Sandy Carey and Dave will be working closely to submit a draft report to SACS. Dave stated that as Assistant Deans, each of you will need to be supportive of your faculty in the initiation of these programs. Dave and Sandy emphasized that the QEP assessment has been linked closely to the PPE and is less form driven than the student outcomes and works to focus on the GEN ED requirements of the college.
  - f. The next topic of discussion focused on working closely with program advisory committees to use input to improve programs. Dave mentioned the importance of the Advisory Board folder created by Luv Robertson and overseen by Bonnie Nicholson. Bonnie explained the importance of the file and stated that per SACS we are required to keep documentation of members and minutes on file for accreditation. Luv, Bonnie and Ben Worth explained who has access and what information is required to keep each program file up-to-date. Bonnie will forward the email to each Assistant Dean explaining the process and how to access the folder.
  - g. President Julian entered the meeting at 11:05 a.m. She began by paying respect to Joyce Comb's life and commitment to the college. She provided a brief overview of the New Faculty Meeting on 8/9/11 and the importance and excitement surrounded with starting another year through growth, integration, building relationships, and timing. President Julian stated that she appreciates the leadership we provide as administrators, advisees, instructors and staff. Each role is unique to continuing on our years of excellence.
  - h. President Julian began her focus by speaking about the importance of the Strategic Plan. Her main focus is to expand and add programs. She stated that the wait list for some programs is 2.5 years long. We need a new process and support avenues that will allow these doors to open. Greg Feeney stated that we can better serve the community and tap into new resources if we make it one of our main initiatives for the year. The next topic of focus was the budgetary, climate and consolidation issues that surfaced when LCC and BCTC merged. As a whole, we have grown and continue to grow and we need to be proactive to continue down the right path towards success in this area. President Julian stated that the importance of maintaining our programs revolves around focusing on serving our constituencies: students and businesses. She concluded by stating that change is hard, but we can do it and we need to do it. "Pause for questions."
  - i. The next topic of discussion focused on the calendar debate. Starting next fall (Fall 2012) there will be a 2 week break including the weekends. Classes are scheduled to resume on 1/7/13 and the closing ends on 1/7/13. Further discussion is required and Julian will keep us posted.
  - j. President Julian's last topic of discussion was about changing the name of the college. The main issue is that somebody says BCTCS rather than BCTC or refers to us as KCTCS. She stated that we need to create some consistency with our name. She would like to have a faculty meeting to further discuss what steps need to be taken. Dave concluded by opening the floor for questions for President Julian.
  - k. The next topic of discussion focused on creating an action team to identify research-based innovations in flexible instructional delivery. The focus of this initiative is to provide layers of options and promote the increased use of hybrid courses. The goal is to deliver comprehensible and meaningful classes that provide variety and structure to our students. Sandy stated that this is a learning process and Ruth Simms added that exceptional care must be taken with developmental classes. Greg added that we need to make the online community more available to our students and use this directive to enhance and promote this initiative.
  - l. The next topic of discussion focused on considering requiring a college success course for at-risk students. Dave spoke of the importance of the Gardner group and the need to create a committee structure that would include 70-90 people involved in this project to promote the cause. Eight committees are required to support the study. The Gardner organization provides a self-study and we are the system model for transfer. Dave and Palisa are most keenly interested in the first year experience and while at the conference they were required to create a structure to model the self-study after. Dave and Palisa recommended to use the structure of the LET and APT. This study will present opportunities for faculty interested in first year transfers and looking for leadership opportunities to get great leadership potential for full professorship. Once the study is up and going, Dave's goal is to get faculty really involved with the process. The process will be more integrated into our daily tasks at work and will include every individual to some extent. This will be a very positive focus for the college and will open many doors for improvement and growth.

- m. Debbie Holt moved to floor and asked about the directions that have been taken to make initiative (A1.2.1a) a focus of ALT. The initiative is to improve support for full-time and adjunct faculty to develop and share innovations in instructional strategies. Suggestions were to:
- i. Bring more money to the table for adjuncts;
  - ii. Support some type of initiative to support the adjuncts and show our appreciation for their dedication to the college and students;
  - iii. Include adjuncts in division meetings and actively invite them personally;
  - iv. Create a work group that focuses mainly on this initiative.
- Dave agreed to add this initiative as a shaded area of focus for the 2011-2012 year.
- n. The next topic of discussion focused on increasing supplemental instruction for students. Dave recommended a group be formed, with Greg as the chair, to push this initiative.
- o. The next topic of discussion focused on enhancing support for GED graduates and other returning adults to enter degree programs. Greg moved to the floor for discussion. He stated that this is a new project that was created in the middle of July. He states that this project will constitute 25% of his job this year. The program was originally called ABE and is now called "Accelerated Opportunity." The focus of the program will allow Adult Ed students to earn a credential at the same time they are enrolled in their GED and/or ESL courses. At this time there is not a deadline that has been established for completing the program directives. These are the nuts and bolts of the program and patience will be a virtue for completing this process and making this program successful. This is a grant supportive program and there are 8 colleges currently participating. The grant has not yet been approved and if it is not approved, systems have agreed to pay for the first year. The goal of the program is to have 25% of 45% achieve a credential across all colleges. The model is to choose a particular path and the goal is to improve the transition to college. "I-best" focuses on creating an environment that promotes contextualized learning by offering an environment that would offer 2 teachers in the classroom at all times. The benefit of these programs are that they are stackable and promote growth and the desire to obtain higher credentials. At this time, the program is still a work in progress. Greg concluded by stating that the model has not been produced and they would like for us to start in January and have an online component. Dave asked Jenny to speak more of her ideas in regards to this topic. Jenny moved to the floor and emphasized that she would like to see reading faculty in IEC classrooms to promote additional instruction and improve capabilities. Dave closed discussion and moved to next topic.
- p. The next topic of discussion focused on continuing to develop and expand Opportunity College and Middle/Early College programs to increase dual credit/dual enrollment for High School students. Greg moved to the floor and stated that the NACEP standards are strict and will raise the bar. They are system-wide and will take some adjustment across the board and will address some of the concerns. A new action team has been implemented for this year that will look at all the different components of Opportunity College. He stated that this is a program that demands voice and will grow within the college if we continue to work to evolve the dual credit. Rebecca Simms moved to the floor and concluded that her focus for dual credit is to create consistency throughout the college with Coordinators and high schools so that we are all on the same page with what we offer and teach. The next plan of action for this initiative is to schedule a meeting with Rebecca and the Coordinators to bring everyone up to date and focused on the same directives. Dave concluded by stating that Rebecca is known statewide for her efforts and energies dedicated to the dual credit program. He ended with an overview of what was discussed in the morning session.
- q. The next topic of discussion focused on additional priorities. Dave opened the floor by discussing and welcoming new faculty and their assignments. A list has been attached to the agenda. Site advisees will be delegated Mid-September. If faculty wants to remain with their current advisees, Assistant Deans must inform Dave. Populations of students discussed- Developmental, ESL, Honor, etc. Ben moved to the floor and stated that it may be best to keep students paired with advisors that are tailored to their specific program of study versus being grouped according to their population. The main concern is: Will this best serve the students and the college as a whole? Sandy stated that we must focus on one of the components of the QEP, which was that students had been misadvised. Greg moved to the floor and stated that in order to advise well we have to know what program track the students first elected and work to make sure that they stay on track and that the classes that they need to complete the programs are made available. Ben moved to the floor to discuss the assignment of majors and classes that are listed on the Prioritized Program /Discipline Advising Areas. Ben concluded by stating that he needs to make sure that every program is assigned to an advisor and advised each Assistant Dean to forward all corrections/changes to his attention and to make sure that all faculty that have advising

responsibilities are included on the list. He then moved to the subject of there not being enough advisors in Business, Allied Health, Nursing, and Nursing Pending. He opened the floor for suggestions. Karen Mayo suggested that we have each advisor focus on two areas of concentration versus 3. Greg stated that GEN ED faculty should play an active role in advising as well. Marty suggested that programs that are not as active as others have advisor's responsibilities moved to other areas that are more active. He concluded by requesting that Joyce Comb's name be removed from the listing. Dave moved to the floor and stated that ESL, Honors and Development Advisors will be discussed at a later date-preferably Friday, 8/12/11. Discussion continues with Ben moving to the floor and expressing the concern about programs that do not have enough advisors period. Dave moved to the floor and asked: If we have a one person program, what should the number be on the right hand if they want to advise everyone in their division? The consensus was to use 999 as the code identifier. Ben moved to the floor and stated that the advantage of having faculty assigned to every area is that it guarantees we will have 40 for each area. Dave moved to the floor and requested that Ben provide a summary of what has been discussed. The overview included:

- i. Ben will forward the document and AD's are required to ask their faculty if they are interested in advising and ask coordinators if they would like the assistance;
  - ii. On right-hand side, AD's are to make sure that DOM's update information and enter code 999 if the advisor would like to advise everyone in their division;
  - iii. Per Dave, all corrections are to be made on form and forwarded to Ben's attention by August 19<sup>th</sup>; and,
  - iv. Faculty updates to be emailed to Luv by Monday, 8/15/11. All changes will be uploaded into a single file and forwarded to Cindy.
- r. The next topic of discussion focused on supporting Coordinators in effective use of online HR processes. Dave stated that we will be stopping HR processes that are not online based. The process will streamline the processes and provide more consistency across the board.
- s. The next topic of discussion was the decision matrix. This document lays out the decision making authority we have. Dave drew attention to the highlighted areas for discussion beginning with the Annual Plan Feedback. One major change is that WEAVE no longer exists and the new Plan will be housed under ITES-Planning and Assessment. Please see attachment in handouts for further instruction. Dave would like for us to be more collectively involved in the Annual Plan. All programs require a Mission Statement and all technical programs must follow the Unit Mission. Previous Mission Statements have been saved from WEAVE and copies can be retrieved from Dave. Suggestions for the new program are that no program should have a zillion program objectives and must be kept reasonable. Dave would like all plans to follow the 4 common annual plan objectives:
- i. Use the Annual Program Health Review to evaluate student achievement;
  - ii. For all programs/disciplines-technical will be the student learning outcomes under Karman's and Dave's leadership and the others will be reading across the curriculum under Joe Anthony and Sandy's leadership. The focus under this directive is to identify expected student learning outcomes, assess the extent to which these outcomes are achieved, and provide evidence if improvement based on analysis of the result;
  - iii. For all programs/disciplines with part-time faculty: please use online HR processes to improve the effectiveness and efficiency of finding and hiring qualified adjunct faculty; and,
  - iv. For all programs/disciplines: Please make consistent use of "Schedule Course Data and Process" to create efficient Fall, Spring, and Summer course schedules that meet the anticipated needs of students.
- t. The next topic of discussion focused on course schedule changes. Dave assured that all courses have been updated. We are focusing on providing more face-to-face versus online and working closely with AD's to ensure that classes that are needed are offered.
- u. The next topic of discussion focused on course schedule creation. This model focuses on local control. Each division will have a primary and a tertiary CM that will be responsible for updating, revising and auditing our Sitecore information. Dave stated that Barbara Hoskins will serve as the tertiary for all of Academics. Dave advised each AD to look through their stuff and make sure that everything is where it needs to be. It is very important that this information is up-to-date and correct. Dave opened the floor for questions and Ben moved to the floor. He discussed the creation of a file on the S drive that will allow each Coordinator to update and edit content. He requested that each Coordinator save file as a PDF. He will send a form that AD's can forward onto their Coordinators with instructions on how to complete this task.
- v. The next topic of discussion focused on faculty credentialing. Dave read the highlighted points on handout: Faculty Credential Verification Procedure. He then spoke about the new online HR process that will allow

applicants to post their unofficial transcripts and allow AD's to view the applicants file. Dave closed by stating the documents required to qualify the applicants.

- w. The next topic of discussion focused on Equine Studies. Dave spoke about the transition and that we are reviewing the program. ESL is vacant as well and we will work to fill this vacancy.
- x. The next topic of discussion focused on Level I and Level II Program Health Reviews. Please refer to kentuckyworks.com handout for further instruction. Dave states that he wants a posting listed for every conceivable program. Dave will provide template and AD's will create posting. AD's can elect to have the posting listed or suspended. The importance of this is to open new avenues to staff classes. We need to take advantage of this opportunity and capitalize on our resources. Dave recommended we develop a best practice to support this initiative. The Coordinator or whomever we identify as the contact will receive an email that qualified applicants are listed on the portal for review. A listing of the current adjunct postings has been included in the handout.
- y. The next topic of discussion focused on the ALT Calendar. Highlighted topics are of utmost importance.
  - i. Dave spoke about the new evaluation process and the distribution of part-time results to coordinators. Sandy will work with Luv to create a structural process for the new process in the Fall;
  - ii. The next topic was the deadline for the late registration form due 8/15/11;
  - iii. The meeting to discuss late registration is scheduled for 8/16/11 at 10;
  - iv. The meeting to discuss course schedule process and data-scheduled for discussion on September 15;
  - v. Classes open for Fall II-corrections to Luv by Noon 9/20/11;
  - vi. Fifth Friday scheduled for 9/30/11;
  - vii. Academic Holidays 11/23-11/26/11;
  - viii. New Program Coordinator Orientation to be held in the Spring-3/23/12;
  - ix. Program Coordinator Orientation to be held at the end of April 4/27/12; and,
  - x. Assistant Dean submits Summer/Fall Course schedule Contingency Plans to Deans by 5/7/12.

- VI. The next topic of discussion focused on operational budgets. This year we have \$450K available of non-recurring funds to allocate within divisions for FY 12. The base budget is the same as the budget divisions were given last year. The first 200 of the 450 was allocated based on the percentages of need from last year's budget. The remaining 250K was allocated based on need, new program development and for reserves. The amounts allocated to new programs include:
- a. 1500 Criminal Justice;
  - b. 1500 HIT;
  - c. 3000 Biotech;
  - d. 5000 to Honors;
  - e. 17250 to Reserves.

Luv will work with Mindy to transfer funds to divisions. Dave authorized to move 3K of Reserves to Business to make their budget \$29,212.63. Reserves now have \$14,250 remaining. The Honors allocation will remain under an Academics chart string. All other divisions will have to get with Mindy and Luv to create a chart string for the transferred amounts. Dave closed the discussion by stating that he will be working very closely with Luv to make sure that all funds are used, allocated efficiently and nothing is left on the table.

- VII. Dave moved to the floor to discuss some last minute topics:
- a. Equipment dollars will be discussed at an upcoming meeting;
  - b. There will be a special ALT meeting 8/25/11 from 2-4 to discuss the new faculty evaluation process;
  - c. Next meeting TBA.

- VIII. In regards to other last minute topics:

Ruth moved to the floor and asked why tutoring was starting so late? Greg stated that limited math tutoring will be offered earlier and other tutoring options will be offered based on budget. Ruth was advised to talk to Charles James about the tutors that are required to fulfill 3 of their 5 office hours for tutoring each semester. Ruth brought up the fact that MTH108 needs to be updated in catalog because it does not support any of the requirements for GEN ED. No further discussion.

Meeting was adjourned by Dave and seconded by Bonnie.

Minutes submitted by: Luv'Tesha Robertson