

MINUTES OF THE FACULTY COUNCIL MEETING

Date: 10/04/2013

Time: 1:30 pm

Location: Cooper Campus, AT219

Present: Val Zeps, Becky McCane, Vicki Partin, Angie King, Robert Hinkle, Maureen Cropper, Richard King, Joshua Hoekstra, Norm Strobel, Irene Camargo, Nathan Hoskins, Charles Coulston, Tammie Disco-Boggs, Karen Gauthier, Beth Healander, Paul Callan, Kaye Black, Keith Allen, Susan Hayes, Greg Rickert, Robert Chirwa, Rick Smoot, Leon Lane

Ex-Officio: Augusta Julian, Palisa Rushin, Erin Tipton

Guests: Greg Feeney, Jim Fenton, Stephanie Fitch

Submitted by: Becky McCane, Secretary of the Faculty

Agenda/Issues	Discussion	Action
Additions to the Agenda	Richard King added a discussion on email. Val Zeps added a discussion on future Cooper campus meetings. Paul Callan added a discussion on handicap access. Irene Camargo has an announcement.	
Approval of Agenda	Motion to approve the agenda, with additions – Strobel; second Motion approved unanimously	The Agenda was approved, as amended. The Secretary of the Faculty will post the approved agenda on the Faculty Council webpage.
Approval of 9-06-13 Faculty Council Meeting Minutes	Motion to approve the minutes from the 9/06/2013 Faculty Council meeting – Strobel; second Motion approved unanimously	The Secretary of the Faculty will post the approved minutes on the Faculty Council webpage.
CEO/CAO Report	Dr. Julian discussed information on the Diversity Plan and its data. The last data we received indicated we were at 123% in terms of our student population, but only at 63% for employees. She said that we need to stay focused on the data and continually be aware that we have some challenges to overcome in terms of employee diversity. Dr. Julian announced that there would be no full faculty/staff meeting in October. However, she will continue to send out monthly News and Information Updates. She also said that the E-nouncements will continue to go out and she encouraged everyone to read them. She said	

James Hogan and Loren Zink are working to better organize the format to make it easier to view the information.

Dr. Julian announced that the MOSAIC Conference will be held on December 5 & 6 this year. There will be an excellent speaker at the conference and a luncheon. She encouraged everyone to attend.

Dr. Julian announced there will be a Holiday Reception at the Newtown campus on December 4. New retirees will be recognized at the reception.

Dr. Julian announced that we are having some staffing changes due to a retirement and resignations in Public Information and Marketing and in Resource Development. We will be restructuring to improve the services.

She announced BCTC Tailgating on November 2.

Dr. Julian also announced the Theatre program's fall play is this weekend at the Actors Guild of Lexington and encouraged everyone to attend.

Other issues which were brought up by faculty were discussed, including tailgating problems, cigarette butts, and fire drill awareness.

Dr. Julian announced an issue regarding our consortium agreements. Palisa Rushin explained the issue. Palisa explained that a consortium agreement is an agreement between two colleges, such as BCTC and a 4-year university. This agreement is not mandated by the federal government, so the colleges can choose whether to participate or not. There was a recent problem with a student who had a consortium agreement between BCTC and UK. In order for the student to charge books at BCTC using financial aid loans, he needed to be enrolled in at least 6 credit hours at BCTC. The student was enrolled in 4 credit hours at BCTC and therefore, became ineligible to charge books because he did not receive enough funds to cover his BCTC tuition plus the book

charge. The student submitted a consortium agreement from UK for 7 credit hours after the book charge period. BCTC Financial Aid awarded and disbursed a Pell grant and loan to the student after receiving the consortium agreement from UK. A refund was issued to student to reimburse his book purchase and UK tuition cost. In order for the student to receive financial aid loans, he needed to be enrolled in at least 6 credit hours at BCTC, enrolled at UK, and be a full-time student. The student was enrolled in 5 credit hours at BCTC and 7 credit hours at UK, and therefore, became ineligible for a Pell grant, and did not receive enough funds to cover his UK tuition. When the student signed the agreement, it stated upfront that he was to pay UK costs upfront and out-of-pocket. Dr. Julian mentioned that although this situation is not a common one, all advisors need to be aware of the requirements of the consortium agreement.

Greg Feeney gave an ALT update. He gave an update on the academic calendar. There are two issues with our calendar, the Start dates and how we define a week. These cause issues with SAP and R2T4 calculations. As the System continues to streamline processes, implement deadlines, have a set calendar, and run various numbers, we are outside of that process and our information has to be input manually, which increases the chances of errors (which we have been experiencing). Having a calendar within KCTCS parameters should decrease the problems we have been having with last-minute SAP appeals, etc. and the calendar will be friendlier for students and offices that support our students. Currently, we start on Sunday and the System's week starts on Monday. This causes financial aid implications. We need to consider starting our week on Monday to fall within KCTCS parameters and then we can adjust class times to meet credit hour requirements.

Greg mentioned that offering a 12-week session during the regular semester is also being considered to alleviate problems caused by having a calendar outside of KCTCS parameters. This helps meet our community needs and is friendlier for many students, such as UK students who start later than BCTC, and should ultimately be very

	<p>beneficial to BCTC.</p> <p>Palisa reported that all colleges have 2 scheduled drop dates for non-payment. Since BCTC has a different schedule, we had 4 drops for non-payment within a 2-week period. When our drops are not on the same schedule, it is a manual process, which increases the chances for errors. End-of-processing errors also increase because we are on a different schedule.</p> <p>Future Faculty Council meetings that were scheduled on the Cooper campus were discussed since UK now patrols the Cooper campus lots on Fridays before 3:30pm. It was decided to continue having the meetings on the Cooper campus until further notice. The discussion will continue next month.</p>	
<p>Rules Committee Report [Leon Lane & Robert Hinkle]</p>	<p>Leon announced that the Special Election for one Senator and for a member/alternate of the College Appeals Board. He reported that, at present, a quorum has not been reached, and he encouraged everyone to vote. The Special Election ends on Wednesday.</p> <p>Leon also announced that the Rules Committee will be working on the academic calendar at the October 11 meeting. He encouraged everyone to discuss this with the Divisions and have the input sent to the respective Rules representatives.</p> <p>Robert announced that the KCTCS Rules committee met and he supported a Radiography Rules change, which also had BCTC Radiography support. This change requires all students in the Radiography program to have at least a “C” grade in all math and science courses to be considered for or to remain in the program.</p> <p>Robert also reported that 2 articulation agreements, one between the Kentucky Department of Education (KDE) and the KCTCS Office of Career and Technical Education and one between the KDE and KCTCS Business Studies came before KCTCS Rules. Concerns were raised by OST and CIT faculty because the agreement included certain</p>	

	<p>examinations that could be taken and, if passed, students would automatically receive credit in any KCTCS school, but there was no specified version of the exam. A vote on the articulation agreements was postponed until they went back and received the approval of the KCTCS CRC for OST and CIT. The KCTCS Rules committee also voted to not support any articulation agreement that did not have the support of the KCTCS CRC.</p>	
<p>Curriculum Review Committee Report [Rick Smoot & Kathy Swango]</p>	<p>Rick announced that the Equine and Dental Hygiene proposals were passed by the BCTC CRC, and were then sent to the BCTC CAO (i.e., David Hellmich) for him to forward to the KCTCS CRC.</p> <p>Kaye Black explained changes that were made to the LAS 201 proposal, including a change in the Course Description and the Course Outline. Jim Fenton voiced his support of the changes.</p> <p style="text-align: center;">Motion to approve LAS 201, as amended – Black; second Motion carried unanimously</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
<p>Academic Standards & Admissions Committee Report [Robert Chirwa]</p>	<p>Robert reported that ASA met on September 13 and discussed some inconsistencies relating to academic policies, especially those relating to online students. He announced that ASA will meet next week to discuss changes in the final exam schedule, due to classes starting at 5:30pm instead of 5:00pm. The committee will also work on an online syllabus checklist. Robert asked for faculty input on the final exam schedule.</p>	
<p>KCTCS Senate Council Report [Angie Davis]</p>	<p>Angie reported that the KCTCS Senate Council will meet on October 18. BCTC has one piece of curriculum going before the Council, which is CIT 144. Also, the Course Description Guidelines proposal will be discussed on October 18.</p>	
<p>Additions</p>	<p>Richard has had reports from CIT faculty of undelivered emails. Some of the emails are from external email systems and some internal emails are being sent, but not delivered. The problem was reported to IT a few weeks ago and was fixed, but is occurring again.</p> <p>Paul Callan brought up some issues with handicap accessibility within our buildings. While our outside doors have handicap access, many of</p>	

	<p>our internal doors do not. Paul has noticed that some of our handicap needs are not being met and that we need to be aware of this. Dr. Julian said we can put automatic sensors on the doors that need handicap access and to let maintenance know which doors may need them.</p> <p>Val reported that the SAP Subcommittee has been formed. Richard King announced that the committee has met and will soon be asking for input.</p> <p>Val announced that our request for a different Summer Start date was approved by the System.</p> <p>Irene Camargo voiced a message from Maria Rutherford, who appreciates the new copier access cards.</p>	
Announcements	<p>Items posted for objection following the September 6, 2013 meeting passed without objection.</p> <p>The next meeting will be Friday, November 7 at 1:30pm on the Leestown Campus, Room M-122.</p>	Meeting adjourned at 3:05pm