

## MINUTES OF THE FACULTY COUNCIL MEETING

Date: 11/2/2012

Time: 1:30 pm

Location: Cooper Campus, AT 219

**Present:** Laura Williams, Becky McCane, Vicki Partin, Angie Davis, Robert Hinkle, Kathy Swango, Kevin Dunn, Carol Stiles, Maureen Cropper, Richard King, James Kolasa, Melanie Williamson, Marcia Freyman, Charles Coulston, Maria Rutherford, Cindy Tucker, Joshua Hoekstra, Danny Mayer, Mike Binzer, Kaye Black, Bill Snyder, Susan Hayes, Claude Gross, Greg Rickert, Robert Chirwa, Rick Smoot, Val Zeps

**Ex-Officio:** Augusta Julian, Dave Hellmich, Palisa Rushin, Erin Tipton

**Guests:** Kelli Reno, Bonnie Nicholson, Deborah Davis, Tammy Liles, Becky Womack

**Submitted by:** Becky McCane, Secretary of the Faculty

Agenda/Issues	Discussion	Action
Approval of Agenda	Motion to approve the agenda, with edit – Zeps; second Motion approved unanimously	The Agenda was approved with one edit. The Secretary of the Faculty will post the approved agenda on the Faculty Council webpage.
Approval of 10-5-12 Faculty Council Meeting Minutes	Motion to approve the minutes from the 10/5/2012 Faculty Council meeting – Williamson; second Motion approved unanimously	The Secretary of the Faculty will post the approved minutes on the Faculty Council webpage.
CEO/CAO Report	Dr. Julian reported that the definition of “faculty” in regards to working hours was discussed at the Presidents’ Leadership Team meeting in October. She reported that Dr. Hellmich had crafted a definition that received support from the majority of the college Presidents. The PLT wants to define “adjunct” in terms of hours and job responsibilities. The definition should separate work load and teaching load, since teaching load is a percentage of the work load. PLT looked at surrounding states to see how they define full-time. They found that some states did not have a 9 credit hour limit. The PLT will look for a definition that everyone can support and will continue the discussion during November’s PLT meeting. Dr. Hellmich recognized Dr. Julian’s leadership in keeping this discussion going. As for the issue at BCTC, some members of the Council were concerned about finding enough faculty members to open escrowed courses if the 9 credit hour limit	

stands.

Dr. Julian reported that the documents for the Juvenile Justice property near the Newtown Pike campus have been signed and the transfer to BCTC is underway. There are two buildings available and there is much flexibility in how to use these buildings.

Kelli Reno announced that the Staff Council is working to implement a partnership between neighborhood associations and businesses near the Newtown Pike campus. This partnership will also include city employees, such as designers and architects. Kelli said the Faculty/Staff partnership is in the early stages of planning and she will let us know more as it progresses. Please send Kelli any ideas on how we, as a college, can be engaged in the community. Dr. Julian recognized and applauded Kelli and the Staff Council for coming up with this idea and working to implement it.

Dr. Julian announced that on November 30 at the 5<sup>th</sup> Friday event, there will be a presentation on Newtown Pike campus opportunities and the timeline for moving.

Dr. Hellmich recognized new artwork displayed on the campus beside the Academic-Technical building. He also acknowledged Tim Davis's play, Scrambled.

Dr. Hellmich reported that the Accelerated Opportunity Grant, discussed at the QEP meeting, was very successful.

Dr. Hellmich reported that the new Priority Registration system of advising is getting more efficient thanks to the work of Ben Worth and others involved in ITS and Distance Learning.

Dr. Hellmich reported that the new Schedule Creation Team has created the Summer 2013 schedule and it will be going into PeopleSoft soon. The Team is close to a Fall schedule, which included classes at the Newtown Pike campus. The Team worked to create a schedule that best

	<p>suited the class offerings to student needs. He stated the need to have the Newtown Pike campus associated with BCTC as it will be a new and vibrant campus.</p> <p>Dr. Hellmich gave an update on the First Year Experience discussion. He reported that Becky Womack had attended the First Year Experience Committee meeting on October 4 to learn the details about graduation requirements. There was a meeting with others at BCTC to advance the conversation locally and discuss how BCTC will implement the new requirement. The Fall schedule draft will accommodate the implementation in the event that the new Board policy is approved.</p> <p>There was discussion on the BCTC broadcast policy and the limitation of the universal BCTC Faculty/Staff email distribution list. Dr. Julian said we will adhere to the policy and explained the rationale for limiting that particular distribution list. She said that there are many other distribution lists that can be used for the purpose of important announcements/information dispersal.</p>	
<p>Update on KCTCS-wide First Year Experience Committee [Becky Womack]</p>	<p>Becky Womack, the BCTC representative to the KCTCS committee on a mandatory first year experience, reported that while the system-wide initiative is new, such courses have been found effective for a long time. A few colleges have already made their FYE courses mandatory, and some already have good institutional data to support them. She reported that the KCTCS committee is made up of faculty representatives from all colleges in the system and from different disciplines. She noted that KCTCS is consulting well known experts in the field, such as John Gardner and Joe Cuseo. Currently the system committee is writing student learning outcomes. They are looking at 1-3 credit hour options in this faculty-led process. Information should soon be available to everyone on Blackboard under the eCommunity tab. The committee will be meeting again on November 16, and Becky can update Faculty Council at the next meeting. In the meantime, she invites everyone to email her if questions arise.</p>	
<p>Curriculum Review Committee Report [Rick Smoot &amp; KathySwango]</p>	<p>i. Richard King, lead reviewer, presented the proposed curriculum to pilot a Biotechnology Lab Assistant Certificate program. Motion to approve the entire curriculum package for the proposed</p>	<p>The Secretary of the Faculty</p>

	<p>Biotechnology Lab Assistant Certificate program – King; second          Deb Davis gave background information on the proposed program.          No other discussion. Motion approved unanimously.</p> <p>ii. Angie Davis, lead reviewer, presented the proposed curriculum for a new Focus Area in Informatics.</p> <p>Motion to approve the entire curriculum package, with one small edit –          Davis; second          No discussion. Motion approved unanimously.</p> <p>iii. Laura Williams explained that MAT 85 was approved during the Spring 2012 semester, but BCTC needs to implement the course. There was discussion on how MAT85 relates to BCTC.</p> <p>Motion to offer MAT 85 at BCTC – Binzer; second          No further discussion. Motion approved, with 1 abstention.</p> <p>iv. Kathy Swango reported that the proposed IMD curriculum package, with an edit, passed at the System CRC meeting on November 1. She announced that all proposals presented at the System CRC meeting were approved with the exception of two Calculus courses from Elizabethtown. Elizabethtown will send the two Calculus course proposals to the Senate Council for approval. Kathy announced that curriculum proposals for Cycle C are due on January 18, 2013 and the System CRC will meet again on February 7, 2013.</p> <p>Dr. Julian announced that BCTC cannot add new programs for the full year of 2013, without a waiver from CPE. BCTC met only 3 of 6 targets of the KCTCS Diversity Plan, which put the college in a “not achieved” category. She announced that the Diversity Plan, which was accepted last Fall, and the targets can be found on the KCTCS website.</p>	<p>will distribute the decision to faculty, subject to the ten day objection period.</p> <p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p> <p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
--	--	--

	<p>v. Cycle A curricula from the System CRC</p> <p>Motion to accept the Cycle A Curricula from the System CRC – Davis; second. No discussion. Motion approved unanimously.</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
<p>Approval of Candidates for December Graduation</p>	<p>Motion to approve the list of candidates for December graduation – Kolasa; second No discussion. Motion approved unanimously.</p>	<p>The Secretary of the Faculty will distribute the decision to faculty, subject to the ten day objection period.</p>
<p>Charge of Faculty Council Subcommittee on Faculty Governance</p>	<p>The charge for the FC Subcommittee on Faculty Governance was presented. Laura announced that Val Zeps and Marcia Freyman wrote the charge. Laura read the names of the subcommittee volunteers and asked for the names of other interested people. Val explained the rationale for the subcommittee formation and for the charge. Laura charged the subcommittee and asked them to move forward with their work.</p>	
<p>Course Scheduling [Danny Mayer]</p>	<p>Danny Mayer brought up concerns from his division over the new course scheduling process. He mentioned that Coordinators feel the new process is inefficient and does not utilize their expertise in historical scheduling. The topic was discussed in the last Rules meeting, but it was decided that this was not within the charge of the Rules committee. Dr. Hellmich explained the rationale for the new scheduling process and notes that it was created to help reduce the load of the Coordinators. He encouraged everyone to give the new process a chance to work. He believes it can be an efficient process that makes the best use of Coordinator's time. Dr. Hellmich said we can learn more from the process as it progresses. Bonnie Nicholson gave the history of scheduling at both LCC and CKTC and added that the new process should make the Coordinators' jobs easier.</p>	

Rules Committee Report [Val Zeps & Robert Hinkle]

Val presented the current draft of the 2014-2015 academic calendar. The Rules committee will continue to work on it and present it to Faculty Council at the next meeting. Val also announced that the college election process will be better aligned with the original election process. Val announced that the System approved BCTC's request for an early Start date for the first 6-week session of the Summer 2013 term. He read a message from Dr. Box asking for a full report on BCTC's rationale for asking for the exception, including why the flexibility is important and why the KCTCS summer session parameter dates do not work for BCTC. There was much discussion on the issue. Val said there will be one Rules Change proposal for the December meeting. He asked that any other Rules Change proposals be emailed to him.

Robert reported that the KCTCS Rules Committee endorsed the following proposed Rules Changes:

- Section VI Appendix D Marine Technology - West Kentucky
- Section VI Appendix D Computer & Information Technologies – System
- Section IV 3.0 Healthcare Technology Management - Madisonville
- Section IV 3.10.1 Radiography – System
- Section IV 3.12 Emergency Medical Services – Paramedic – System
- Section VI Appendix B CLEP
  - Standardization of scores across KCTCS and 8 public universities to comply w/H.B. 160
  - The committee raised concerns over the discrepancies in course equivalencies awarded for CLEP scores among the colleges and universities
- Section VI Appendix B AP
  - Standardization of scores across KCTCS and 8 public universities to comply w/H.B. 160
  - The committee raised concerns over the discrepancies in course equivalencies awarded for AP scores among the

	<p>colleges and universities</p> <p><b>Academic Council Update – Dr. Scott Williams</b></p> <ul style="list-style-type: none"> <li>The initiative to create and implement New Student Success Courses (as a graduation requirement) is moving forward, with faculty from each college working together to devise competencies for these courses and to determine the appropriate delivery system. Faculty and system administrators are discussing exemptions for those students who have already completed an AA/AS/AAS/BA.</li> </ul> <p><b>Sub-Committee on Style and Formatting</b></p> <ul style="list-style-type: none"> <li>The KCTCS Rules Committee created a Sub-Committee on Style and Formatting, with the charge to develop uniformity in the style, formatting, and language for rules change proposals. Robert Hinkle will be serving on this committee.</li> </ul>	
Academic Standards & Admissions Committee Report [Robert Chirwa]	Robert reported that the ASA committee did not meet in October.	
KCTCS Senate Council Report [Angie Davis]	<p>Angie reported that Dr. McCall has visited six colleges so far on his 2013-2013 Listening Tour of all KCTCS colleges. He wants to receive input from all colleges in an effort to transform KCTCS into a premier community college system. He will be visiting BCTC on January 28.</p> <p>Angie also announced that the Board of Regents met a month prior to the Senate Council. She said that the Chancellor's Report at the Senate Council meeting was Dr. McCall's report. Angie will send a copy of Dr. McCall's report to the Board of Regents to Laura and Laura will send to the Faculty Council members. The next meeting of the KCTCS Senate Council is December 13.</p>	
General Issues	None	
Announcements	Items posted for objection following the October 5, 2012 meeting passed without objection.	Meeting adjourned at 3:38pm