

MINUTES OF THE FACULTY COUNCIL MEETING

Date: 1/09/2014

Time: 1:30 pm

Location: Leestown Campus, M-122

Present: Val Zeps, James Kolasa, Becky McCane, Vicki Partin, Robert Hinkle, Maureen Cropper, Richard King, Robin Davis, Joshua Hoekstra, Norm Strobel, Irene Camargo, Lynn Madison, Nathan Hoskins, Charles Coulston, Sharon Breeding, Cindy Tucker, Karen Gauthier, Beth Healand, Kaye Black, Susan Hayes, Greg Rickert, Robert Chirwa,

Ex-Officio: Augusta Julian, Dave Hellmich, Palisa Rushin, Rhonda Wheeler

Guests: Kelli Reno, Greg Feeney

Submitted by: Becky McCane, Secretary of the Faculty

Agenda/Issues	Discussion	Action
Additions to the Agenda	No Additions	
Approval of Agenda	Motion to approve the agenda, with additions – Hinkle; 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 12-06-13 Faculty Council Meeting Minutes	Motion to approve the minutes from the 12/06/2013 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 gave an update on the budget. She announced that we are currently in a budget deficit, due to tuition revenues this year being less than previously projected. However, there are multiple factors that affect our overall financial situation and the exact numbers will not be available until the end of the school year. Dr. Julian said there have been budget discussions with LET and they are looking at alternatives to across-the-board cuts. The Vice-Presidents are each doing a thorough budget analysis and are looking into their respective areas for possible budget cuts. Further cuts will occur after that, as needed. Dr. Julian said that she hopes to have robust discussions within the different functional areas to analyze and determine what will need to be done to balance the budget in the next six months.	

	<p>Dr. Julian announced that Laurel Martin is now the new Associate Vice President for Institutional Advancement. She will oversee Resource Development and Public Information and Marketing.</p> <p>Dr. Julian said that we are doing a lot of work with fundraising and marketing. There will be working session on marketing at the 5th Friday event at the Leestown campus on Friday, January 31. Dr. Julian encouraged everyone to participate and give their input into possible marketing strategies.</p> <p>Dr. Hellmich reported that he and the Assistant Deans have taken very seriously the responsibility of being good stewards of the college resources while doing what is best for the faculty and students. He said that he and the ADs have had ongoing, long, and serious budget discussions and now can build upon the strong foundation of those discussions. He announced that ALT will be having a series of special meetings specific to the budget over the next six weeks and he and Dr. Julian invited Val to attend those meetings so that Faculty Council can be part of the budget discussions. Dr. Hellmich and Val will report back to Faculty Council on February 7 and let everyone know what was discussed.</p>	
<p>Rules Committee Report [Leon Lane & Robert Hinkle]</p>	<p>Leon was absent, no report.</p> <p>Robert Hinkle presented the 2014-2015 Academic Calendar with Dates from Becky Harp Stephens. It was pointed out that the President’s Day holiday on February 16 needs to be added to the 16-week Spring 2015 section. Becky Harp Stephens will be notified of the needed change.</p> <p>Motion to approve the 2014-2015 Academic Calendar with Dates, as corrected – Strobel; 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>Robert Hinkle reported that the calendar subcommittee has started working on the 2015-2016 academic calendar and will have information to present to Faculty Council at the next meeting.</p>	
<p>Curriculum Review Committee Report [Rick Smoot & Kathy Swango]</p>	<p>Rick and Kathy were absent, no reports.</p> <p>James Kolasa presented the MAT 160 proposal, which is to offer a course that is already in the KCTCS catalog. The rationale for offering the course was given.</p> <p style="text-align: center;">Motion to approve MAT 160 – Kolasa; second No discussion; Motion carried unanimously</p> <p>Kaye Black presented the MAT 075 proposal and discussed some editorial changes that were made. Clarifications on the proposals were given and the rationale was discussed.</p> <p style="text-align: center;">Motion to approve MAT 075 with editorial changes – Black; second Further clarifications on the proposal were discussed; Motion carried unanimously</p> <p>Karen Gauthier presented the HIS 215 proposal for Pilot Status.</p> <p style="text-align: center;">Motion to approve HIS 215 Pilot Status – Strobel; second Clarifications on the proposal were discussed Motion carried unanimously</p> <p style="text-align: center;">Motion to approve HIS 215 General Education Status – Strobel; second Clarifications that the proposal is for local general education status only was discussed; Motion carried unanimously</p> <p>James Kolasa presented the KCTCS Cycle B Curricula and pointed out the curricula that affect BCTC.</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>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>Motion to approve the KCTCS Cycle B Curricula – Kolasa; second No discussion; 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 announced that the ASA committee did not meet last month but will meet next week. He reported that this semester the ASA committee will be functioning as a research body to gather methods to measure academic standards. The committee will be broken up into teams to look at data on institutional research, such as student comments on instruction and will compile the results and identify a way to report them. They will also look into different focus areas and how they are doing. Robert will report the results to Faculty Council in April.</p>	
<p>KCTCS Senate Council Report [Angie Davis]</p>	<p>Angie was absent, but sent in the following report:</p> <p>Senate Council met on Wednesday, December 11, 2013.</p> <p>Curriculum items of interest to BCTC include:</p> <ul style="list-style-type: none"> -the Dental Hygiene course DHP 220 was endorsed -the Equine Studies courses EQS 115 and 125 were endorsed <p>Another item of interest to BCTC is Administrative Policy 4.11.1 (Criteria for the Approval of a New Credit Certificate Program). Copied below are the meeting notes on this item as recorded in the official meeting minutes:</p> <p><i>“B.1. Draft 4.11.1 was reviewed. Discussion included the charge to the Rules Committee last semester regarding the definition and purpose of certificates. A KCTCS financial aid staff member was present to respond to questions about federal guidelines. Shawn Kellie then moved that the Rules Committee make a definition of certificate in compliance with BOR policy and federal guidelines; the motion was seconded by Natalie Cooper. The motion passed unanimously.</i></p>	

	<p><i>Council suggested that the Rules Committee consult with Bluegrass CTC and also look at CPE guidelines in regard to alternate language (such as “focus areas”) that colleges could use instead of “certificate” in general education areas.”</i></p> <p>Due to the concern many senators expressed about the new definition of certificates, which limits them to “vocational and technical education programs,” Angie talked about our AA/AS Focus Areas at BCTC, showed a few members this section of our website, and briefly shared with them our potential plan to strongly emphasize our AA/AS and focus areas.</p> <p>Angie sent Shawn Kellie, the KCTCS Rules Chair, some information about/links to our AA/AS Focus Areas.</p> <p>Proposed changes to the KCTCS Administrative Policies and Procedures, Section 4.11.1 on Criteria for the Approval of a New Credit Certificate Program, was presented to Faculty Council and discussed.</p> <p>James Kolasa gave the following upcoming meeting date reminders: System CRC – February 6 Senate Council (Cycle C) – March 6 College CRC – January 17, February 14 (Cycle D), and March 14 System CRC – March 21 Senate Council – April 25</p>	
<p>SAP Ad-Hoc Committee [Richard King]</p>	<p>Richard reported that the SAP Ad-Hoc Committee met on December 12 and came up with strategies for the next few weeks to see how SAP Appeals work and how to improve the process. They would like to research the documents on policies and procedures that exist at all levels (college, system, state, and federal) and find out how other colleges, both KCTCS and non-KCTCS, are handling some of the issues we are experiencing.</p>	

	<p>Committee members will be interviewing various administrative offices and are hoping to talk to other KCTCS counterparts. They want to eventually talk to a sample of advisors, students, and KCTCS staff that set SAP policies for KCTCS.</p> <p>Richard said the committee has identified 4 main players to target:</p> <ol style="list-style-type: none"> 1. Faculty advisors -- the committee hopes to get better training for them and to develop and outline-form checklist for faculty advisors to use. Also, for advisors to see SAP status information before there were problems. However, advisors not allowed to view financial aid information and the committee will be looking into the origin of that. 2. Financial Aid office and SAP committee – the committee hopes to get better training and see if Financial Aid has sufficient resources to carry out tasks in this area 3. Students (financial aid recipients) – the committee hopes to educate them on how financial aid and SAP works and see if this education can be tied into the FYE 105 curriculum. 4. IT staff – the committee would like to implement an early warning system to give everyone as much advance notice as possible of problems <p>Richard would like feedback on possible other routes for the committee to explore.</p>	
<p>Additions</p>	<p>No Additions</p>	
<p>Announcements</p>	<p>Items posted for objection following the December 6, 2013 meeting passed without objection.</p> <p>The next meeting will be Friday, February 7 at 1:30pm on the Cooper Campus, Room AT 219.</p>	<p>Meeting adjourned at 2:43pm</p>