

Academics Leadership Team Meeting Minutes

Date: January 13, 2015 Time: 2:00 PM – 3:00 PM		Facilitator: Debbie Holt Recorder: Ben Worth
Present: Susan Hayes, Jackie Wiseman, Kevin Dunn, Greg Feeney, Vicki Wilson, Angie King, Bonnie Nicholson, Marty Baxter, Rebecca Simms, Ben Worth, Tammy Liles, Dave Hellmich, Steve Stone		
Agenda/Issue	Discussion	Action
Minutes	Minutes from 12/9/2014 were approved.	
Good News	<p>The Boyle Co. Adult Ed program was in the top 25 programs in KY for number of students enrolled in December. Woo hoo!</p> <p>Evening library hours are go for both Cooper and Newtown.</p> <p>The Hour of Code was a smashing success; kudos to Melanie Williamson, Cindy Tucker and the entire BCIS division.</p>	
Follow Up from ALT Minutes	<p>Follow-up on Lexington Facilities Discussion (Dave): Rob Knight continues discussions with moving forward on our new science building. Tammy Liles is actively involved in the process. Dr. Julian has appointed a QAC to address long term facilities needs. Greg Feeney and Kevin Dunn will represent ALT at these meetings.</p> <p>Transcripts (Dave): Transcripts have been moved back to Leestown. Karen Dearborn (karen.dearborn@kctcs.edu, 5-6603, Leestown M-130) will be handling new transcripts and filing. In the months ahead, look for the archiving of transcripts 3+ years old and digital storage (paired with paper storage).</p> <p>Title III Grant (Dave): the director and the course designer positions are online.</p> <p>General Education Assessment (Dave): the first committee meeting has been set; expect action soon.</p> <p>Attendance/Class Grades (Angie): No report.</p> <p>Professional Membership Fees (Debbie/Dave): No report.</p>	ADs: inform your DOMs to send transcripts to Karen.

	Student Evaluation of Instruction (Dave): No report.	
Ending/Beginning of Semester Postmortem	ALT discussed a variety of college procedures including submission of grades, late registration processes, lifting student holds and providing overrides, directing students to registration activities, creating schedules, escrowing classes and more.	
Master Teacher Seminar	ALT will be responsible for identifying Bluegrass candidates to send to the KCTCS Master Teacher Seminar. ADs will identify one general education instructor and one technical instructors as well as alternates. Ideal candidates should (ideally) have three years of experience, would benefit from participation in the program, and could share their experiences with BCTC colleagues. Training will occur at Natural Bridge State Park. Additional information appears in the 1/13 Agenda .	ADs: Be ready to discuss name(s) of potential candidates in our next meeting.
Ongoing Item	The ALT-SDEM Workgroup meets Thursday, 1/15. Send concerns to Debbie Holt.	
ALT Calendar	1/16: Dr. Julian will announce the assistant dean for the BCIS division 1/20: Classes open for Spring II (12-week session) late registration (2/10-12) due to Dave by Noon. 1/20: First proof of the summer schedule.	ADs: Send Dave list of classes open for Spring II registration
LET/Academic Council Updates	No updates	
Essential Agenda Additions	Bonnie (The ALT-Business Workgroup). The workgroup will be convening soon (on a Wednesday) to address a variety of concerns. ALT will be represented by Bonnie Nicholson, Rebecca Simms, Tammy Liles, and Debbie Holt. Angie (Medical Issues). Angie brought forward concerns from Humanities division faculty about providing emergent student healthcare needs. If at any time a faculty member fears for the safety of a student, call 911. Greg (FYE 105). The First Year Experience program has two new co-coordinators: Angie	

	King and Laura Williams	
Next meeting	ALT —Tuesday, January 20, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Ben) & Recorder (Tammy) Special ALT —Thursday, January 29, 2:00-4:00, Newtown Campus Conference Room 123	