

**Academics Leadership Team Meeting Minutes**

Date: February 3, 2015  
 Time: 2:00 PM – 3:50 PM

Facilitator: Marty Baxter  
 Recorder: Vicki Wilson

Present: Susan Hayes, Jackie Wiseman, Debbie Holt, Melanie Williamson, Kevin Dunn, Greg Feeney, Vicki Wilson, Angie King, Bonnie Nicholson, Marty Baxter, Rebecca Simms, Ben Worth, Tammy Liles, Dave Hellmich, Steve Stone  
 Guests: Sarah Dudik; Mark Manuel

Agenda/Issue	Discussion	Action
Minutes	<ul style="list-style-type: none"> <li>The minutes from 1/27/15 were approved with two minor changes: Tammy should be included on the Marketing workgroup; the computer literacy course does not necessarily expire at the end of 5 years for the nursing programs as stated</li> </ul>	
Good News	<ul style="list-style-type: none"> <li>Laurel Martin visited the last meeting of the Natural Sciences Division to acknowledge that 100% of the members of that division had contributed to the BCTC Foundation; Debbie’s son received a job offer; Arion Jett had her baby; Phi Theta Kappa is sponsoring a student success conference in March (encourage students to attend).</li> </ul>	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> <li><i>Facilities (Dave):</i> Rob Knight continues to work on different long-range plans, including how to back-fill Leestown. It looks likely that all of Nursing and Allied Health will be there. Dr. Julian is having TTALKS focusing on facilities.</li> <li><i>Title III grant (Dave):</i> No news. It does not appear the lead position has yet been posted. Faculty who now have reassigned time to work on curriculum issues addressed in the grant should proceed.</li> <li><i>Attendance/Class Grades (Angie):</i> Title IX issues need to be addressed concerning absences due to pregnancies. Kevin linked us all to a good site regarding these issues.</li> <li><i>Professional Membership Fees (Debbie/Dave):</i> Nothing new.</li> <li><i>Perkins (Dave):</i> Nothing new. However, keep the item here until we are done with Perkins for the year.</li> <li><i>12 week Scheduling Considerations (Debbie/Vicki):</i> Ben and Vicki provided a handout (that evolved from Debbie’s original calculations) showing how a TR Blended schedule and a MWF in-person schedule could fit into a 12 week session; feedback will be requested from the Coordinators meeting on Friday. We will discuss this again next Tuesday. Changes will need to be made to the Fall 2015 proof. Advisors will need to know the difference between blended and hybrid.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Update of 2015-16 college catalog (Dave):</i> Handout provided of current list of faculty. ADs are to proof and bring any changes or corrections to Dave at next ALT meeting.</li> <li>• <i>Special ALT Follow Up (Dave):</i> Dave provided a draft of Key Action Steps he pulled from our discussion at the special ALT meeting. He will send out an email asking us to prioritize the Key Action Steps. He needs a response by noon on Friday</li> <li>• <i>ALT/Marketing Follow Up (Dave):</i> Sarah and Jennifer in Marketing will work with Tammy, Angie, Debbie/Melanie from ALT. Tammy will be the ALT point person on this.</li> <li>• <i>Bookstore Concerns (Angie):</i> Pete will be given details provided by Angie and invited to ALT</li> </ul>	<p>ADs proof faculty list for catalog</p> <p>ADs prioritize Key Actions Steps by noon Friday</p>
Industry Sponsorship Work-and-Learn Options for all Technical Programs: Dave	<ul style="list-style-type: none"> <li>• Dave thinks we need a special ALT meeting for this. Kentucky FAME (advanced manufacturing) is a Toyota Sponsorship – they hire students and then enroll them in our programs (work for three days a week, attend our classes two days a week). Wouldn't this be great if we could do this for all of our programs? When current folks retire, then industry has excellent, well-trained workers. This model is also moving to the Danville campus. Ideal: every Tech student is sponsored as they go to BCTC. Bonnie mentioned a Physician group that want Medical Assisting graduates and will offer scholarships to students.</li> </ul>	
Onsite Classes for Industry: Greg	<ul style="list-style-type: none"> <li>• BCTC currently offers classes on a Xerox site with good enrollment. There has also been a call from Amazon for the same plan. The model is that Workforce handles the business side and we handle the academics. Rebecca said Kroger has also indicated some interest in such a plan.</li> </ul>	
College-wide Coordinator Meeting on Friday, Jan. 6: Vicki	<ul style="list-style-type: none"> <li>• Vicki and Marty shared the agenda for the College-Wide Coordinator Meeting scheduled for Friday and asked if there were other items to address.</li> </ul>	
ALT/SDEM Workgroup	Nothing to report.	
ALT/Business Workgroup	Nothing to report.	
Public Information Marketing Discussion (Guests Sarah Dudik and Mark Manuel)	Sarah provided us with her background and the challenges she is facing here with so many programs and such a diverse group of students. She wants to connect students to good information about our programs and get them excited about them. Good discussion followed. ALT is looking forward to working with this department through the new workgroup. Academics thinks Sarah is wonderful.	

ALT Calendar	<p>Feb. 3 Dave sends final proof of the Summer 2015 class schedule to ALT</p> <p>Feb. 3 ALT initiates 2015-16 reassignment update and application process [See handout]</p> <p>Feb. 6 Coordinator Meeting</p> <p>Feb. 6 ALT members return final proof of the Summer 2015 class schedule to Dave/Vicki P</p> <p>Feb. 6 ALT members return 1st proof of the Fall 2015 class schedule to Dave and Vicki P</p> <p>Feb. 6 Faculty Council meeting 1:30-3:30, Leestown Campus</p> <p>Feb. 10 Academics web content review</p> <p><b>Feb. 16 Academic Holiday (President's Day)</b></p> <p>Feb. 17 Dave sends final proof of the Fall 2015 class schedule to ALT</p> <p>Feb. 17 <a href="#">Carnegie Professor of the Year</a> Nominations Considered</p> <p>Feb. 20 ALT members return final proof of the Fall 2015 class schedule to Dave and Vicki P</p> <p>Feb. 20 Division meetings</p> <p>Feb. 20 All Spring syllabi are to be filed on the server</p> <p>Feb. 20 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion</p> <p>Feb. 27-28 <a href="#">Changing Classroom Cultures Conference</a></p> <p>Feb. 27 Registrar's Office posts Summer/Fall 2015 schedules for priority registration</p>	ADs send changes to the reassignment handout to their Dean by Friday.
LET/Academic Council Updates	None	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>• Greg: received a call from the Academic Dean at JCC. She reported that all full-time faculty will need to teach an additional class or move 8% of their PPE to a student service. Evidently we are the model for full-time/part-time ratios. JCC has more full-time than part-time (unlike us!) and decided on the action above to address their current budget crisis. Greg emphasized to her that we were not happy with our ratios.</li> <li>• Tammy: three items. #1: A question: Who is sorting the mail at Cooper? (Answer: no one officially; but a plan is in place to create a rotating schedule that will include DOMS.). #2: This Saturday is the last Science Safari event at Newtown. #3: BCTC Environmental Science Program Facebook page shows tons of photos from a recent event attended at the Marshall Space Center in Huntsville.</li> </ul>	
Next meeting	<ul style="list-style-type: none"> <li>• Next Meeting(s): <ul style="list-style-type: none"> <li>○ ALT —Tuesday, February 10, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Vicki) &amp; Recorder (Angie)</li> <li>○ Special ALT —Thursday, February 19, 2:00-4:00, Newtown Campus Con Rm 123</li> </ul> </li> </ul>	