

**Academics Leadership Team Meeting Minutes**

Date: March 3, 2015

Time: 2PM - 4PM

Facilitator: Debbie Holt

Recorder: Steve Stone (last minute substitute)

Present: Vicki Wilson, Angie King, Jackie Wiseman, Tammy Liles, Kevin Dunn, Bonnie Nicholson, Rebecca Simms, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Dave Hellmich

Absent: Marty Baxter

Guests: Pete Hyland from the Bookstore

Agenda/Issue	Discussion	Action
Minutes	The minutes from 02/24/15 were approved.	
Good News	<p>Humanities is hiring full time art professor as a retirement replacement.</p> <p>Biotechnology: First group received white coats on Friday in a nice ceremony.</p> <p>Rebecca Glasscock received notification that BCTC was designated a “2014 Tree Campus USA” <a href="http://www.arboday.org/programs/treecampususa/">http://www.arboday.org/programs/treecampususa/</a></p> <p>Another successful Changing Classroom Cultures Conference Friday &amp; Saturday: adjuncts in Math and Equestrian received awards.</p> <p>Natural Sciences student in news for beating up attempted robber - will be on Steve Harvey show</p> <p>Library is hiring a full-time Circulation Supervisor as a “went to work for the Systems Office” replacement.</p>	There was much rejoicing.
Bookstore issues	<p>Pete Hylan came to visit from the bookstore. We reported on several concerns, and Pete had reasonable options.</p> <p>There can be price variations at the different stores, but there should not be. It sometimes has to do with the time that the books were ordered (whether one site had leftovers from previous semesters versus having to re-order). The two stores are sometimes serviced by different sales reps, and all the appropriate discounts are not always applied.</p> <p>No plans for a bookstore at any other campuses. No mobile options exist for B&amp;N.</p>	All concerns were met, but contact the bookstore if new things arise: they are willing to work with us.

	<p>There is no cost-effective way for them to have a short-term store.</p> <p>An option for students from extended campuses would be to use shipping. The cost is roughly \$7 for the first item and \$2 for each additional.</p> <p>Course fees are new, and everyone (students and faculty) are still getting used to them. If there is a course-fee, the student should have access to the materials as soon as the class is available to them in Blackboard. If students want a paper copy (usually 3-hole punched version to put in a binder), it is available for an additional charge of roughly \$20-\$30 (depending on the publisher).</p> <p>There have been some publisher reps attempting to short-circuit the process. Some reps have said that they have everything set-up and can have course-fee books, but in reality they do not yet have the required KCTCS contract. Faculty will want to double-check with the bookstore to make sure everything is in place before making a final adoption decision.</p>	
<p>Follow-up from ALT Minutes</p>	<p>Operation Preparation (Tammy); lots of volunteers, but more could still be used</p> <p>Follow-up on Lexington Facilities Discussion (Dave); continues - biotech incubator. What looks like mowing the mud is probably preparation for a geothermal field.</p> <p>12-Week Scheduling Considerations (Vicki/Debbie); by Tuesday – Twelve-week classes will be live Monday after Spring Break</p> <p>Support position for adjunct - \$500 for helping lead builder. Sounds reasonable. Lead could be adjunct. Only one support per course. How to insure production of useful material? More structure than before. How much overload is possible? At AD discretion – can the faculty member teach in both summer sessions AND finish a course build? Some might be able to, others may not.</p> <p>Ben will do a timeline with checkpoints. Face to face meeting is a good idea. Ben is editing live document that could be shared with anyone interested. We aren't thinking that there will be Mon/Wed or Tues/Thurs. No MWF.</p>	<p>Ben received approval to pay \$500 per support builder, one per course. Lead builder could be adjunct.</p> <p>Ben will do a timeline with checkpoints.</p>

	<p>If there are multiple sections being offered, then at least some should be offered in the new blended style.</p> <p>Would be good to talk about Institutional Research about pulling right data.</p> <p>Best practices checklist. Are we using a useful list? Clear expectations are important. Kevin Dunn accidentally volunteered to help Ben incorporate quality assurance.</p> <p>No updates on  Title III Grant (Dave);  Attendance/Class Grades (Angie);  Professional Membership Fees (Dave);  Perkins (Dave);</p>	<p>Consensus was that there will be M/W or T/Th 12-week (long class or blended), but no three-meeting per week short classes.</p> <p>If multiple 12-week sections, some must be blended.</p> <p>Ben will probably be getting Kevin Dunn to work on QA for online.</p>
Reassignments [Student Newspaper] Dave	The current student-newspaper advisor is stepping down. Need new faculty leadership. Could this be taught as a co-op class in Journalism or IMD, and there be no “release time” per se, as it would be a class with students paying tuition.	Angie, Debbie, Greg, and Vicki will discuss next steps
ALT prioritized action items	<p>Continuous improvement of teaching clearly one of the top issues. There is a QAC on Professional Development. Ben &amp; Steve are both on that QAC. Discussions of the 12-week blended would have been easier if we already had a robust Teaching &amp; Learning Center in place. Dave, Ben &amp; Steve will meet to discuss next steps.</p> <p>Need to continue to work with this prioritized list.</p> <p>Emerging initiative: KYAO 2.0 – Refining Accelerating Opportunities with military support.</p> <p>What about career coaching/advising and how that will work. We need to consider first year models where undecided students get more support in making an appropriate decision on major/career plan. We need to look at articles on alternative models. We need to find more support for advising committee.</p>	<p>Dave, Ben &amp; Steve met Mon 3/9 and identified three main ideas.</p> <p>Ben &amp; Steve go to next QAC meeting Mon 3/26 (after Spr Brk)</p> <p>Dave will continue to keep Prioritized List – Advising, on the to-do list</p> <p>Steve will try to</p>

	<p>Meeting Thursday March 26 on advising – invite Yasemin, Pam?, Palisa?, others?</p> <p>Dave shared a vision of a honor code that helped students at one community college work well. Interesting idea to have a more formal contract between student and faculty that explains the roles &amp; responsibilities of each.</p>	<p>find some advising articles.</p> <p>Dave will work on creating a Mar 26 meeting on advising model</p>
Carnegie Professor (Dave)	<p>One clear nominee emerged.</p>	<p>Dave and appropriate AD will follow-through</p>
Division Meetings Post-Mortem: Dave	<p>Merit bonus? Was never on the table this year.</p> <p>Humanities Division had one (or two?) faculty members that did not like that ALT had edited feedback on student evaluation of instruction. But, in reality, the chair of the committee sought feedback from ALT and was given some, and could have accepted edits or not. In any case, Faculty Council can take whatever advice they wish. But this issue was emblematic of something? A distrust of “administration”? A disengagement with the process until they feel like paying attention and then getting upset before they realize the actual history?</p> <p>Is anyone looking at why we are losing students? Could we get someone do to a dissertation on this? SDEM has called people and has gotten overwhelming feedback, but it is not clear what is happening with that feedback. It looks from here like it is not being used to change the institution.</p>	<p>Call your representatives / donate money to the college.</p> <p>Continue to work on engaging faculty more fully.</p> <p>Continue to work on improving the institution.</p>
Changing Classroom Cultures Conference Post-Mortem: Dave	<p>The conference was very good. Temperature control in the gym was a problem Friday and Saturday. People loved the vans. People would have liked to have had name tags.</p>	<p>Dave will forward comments to next year’s committee.</p>

Ongoing items	ALT/SDEM Workgroup - will meet ALT/Marketing Workgroup - will meet Academics Leadership Team Calendar – was reviewed	
Next meetings	APT—Thursday, March 5, 2:30-4:00, Leestown Campus Conference Center ALT —Tuesday, March 10, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Greg) & Recorder (Jackie)	
Weather Statement (Debbie Holt)	Weather statement will be amended to show that online classes will continue to meet even if there is a weather cancellation for face to face classes. Faculty should allow appropriate response to loss of power or other weather-created situations.	Debbie Holt will draft
Promotions	People are finding out about full and associate now. Assistant promotions are still being discussed.	There will be more happy people.
Adjourn	The meeting adjourned before 4:00 p.m., but the recorder did not record the exact time.	10 Demerits to Ravenclaw