

Academics Leadership Team Meeting Minutes

Date: March 10, 2015

Time: 2PM - 4PM

Facilitator: Greg Feeney

Recorder: Jackie Wiseman

Present: Vicki Wilson, Angie King, Jackie Wiseman, , Kevin Dunn, Rebecca Simms, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Greg Feeney, Dave Hellmich

Absent: Marty Baxter, Tammy Liles, Bonnie Nicholson

Guest: Yasemin Congleton

Agenda/Issue	Discussion	Action
Advising	<p>Yasemin reported:</p> <p>New initiative to begin in mid-June in place of “Stop By Get Started”.</p> <ul style="list-style-type: none">• By this time, students’ information should be on hand.• There will be seven sessions over the summer that will be open to 250 students per session.• Students will have a chance to declare a major and be assigned an advisor in that program.• Students without a major will see staff advisors for 1 year before being handed over to a program advisor.• All advisors should be prepared to advise for AA/AS in summer orientation for 3-4 hours.• Trainings for these advisors will be April 17 and May 1 at Newtown.• This idea will be presented to Student Advisory Committee on Friday 3/13. <p>The advisor assignment process is being looked into – other colleges, many of which are not automating advisor assignments are having the same problems as we are.</p> <p>There is an advisor request form in Quickview that may be used.</p> <p>Student Advisory Committee meets Friday.</p>	<p>Think about how to better address the qualitative aspects of advising on the PPE.</p> <p>Send comments to division representative.</p>
Minutes	The minutes from 3/3/15 were approved with minor edits.	
Good News	<p>Ben announced that the BCTC Curriculum Database in SharePoint is up and running. The site is located at this link: https://kctcs.sharepoint.com/sites/academics/BCTCCurriculum</p>	<p>Check our program checklists in SharePoint. Then</p>

	Changes can be made from there easily and it is really cool with no problems as of yet.	we should all sing Kumbaya because it is so cool!
Follow-up from ALT Minutes	<p>No updates on: Facilities (Dave), Title III Grant (Dave); Attendance/Class Grades (Angie); Professional Membership Fees (Dave); and Perkins (Dave);</p> <p>12-week considerations</p> <ul style="list-style-type: none"> • Submit a schedule change form for blended classes and all changes • There will be a note on the schedule for the blended classes. Dave will send a note to Julie and Becky to apply to all blended classes. It will be the same for all hybrids and go live on March 23. Ben suggested the language, “This is a hybrid class. A portion of the course is taught online.” for the note on the schedule. <p>2015-16 Reassignments – The student newspaper reassignment has been dropped for a year. It may possibly open back up after a year if there is an interest and a plan.</p> <p>Weather or Emergency Closing Information – reworded by Debbie to include a statement for online classes. The statement is as follows: Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are delayed, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages. For online classes, the classes will proceed as scheduled regardless of institutional closings.</p> <p>ALT Prioritized Action Items [Teaching Support, Advising/Coaching, Vision]</p> <ul style="list-style-type: none"> – need ALT vision of PD needs <p>3 Tracks – 1: Nuts and Bolts – Teaching/Learning Center Director – There needs to be a job description for this position to include oversight of faculty PD events and amount of reassigned time it will require. Need to decide on method of filling the position. 2: Events – Fall Kickoff, PD Fridays, CCC Conference, and other events that represent academics well. 3: Master Teacher Academy – instructional focused – year-long series of workshops for faculty from all divisions;</p>	<p>Send the currently escrowed classes list that you want the caps raised on to Dave to be opened on March 23.</p> <p>AD’s send statement to coordinators for fall syllabi. Dave will see that this statement is added to the syllabus checklist. Dave will talk to LET to have website updated. All ALT members interested – meet Thursday at 2:30 in Conference Room at Newtown to talk out details for</p>

	Include trainings on all of the basics such as Lync, Blackboard, One Drive, etc. followed by refreshers at a later time; Needs structure	director position.
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.	
Course Quality Rubrics	What would it look like to get this into place? Possibly set this up after spring break.	Kevin, Susan, and Ben will investigate this.
Online Faculty Assignments	This is referring to faculty wishing to complete all categories of the PPE off site. The process currently is that a request is sent to the AD listing how all of the areas of the PPE will be fulfilled. The AD and Dean consider the request and if they agree to approve the request, it is then sent to the VP of academics and the President. This would only be approved on a yearly basis – process is repeated every year. We need a documented process with language on the process and criteria as this is becoming a more popular request.	Debbie, Vicki, and Ben will meet with Greg to discuss a language and criteria for such a position.
Ongoing Items	SDEM Workgroup – meets Thursday Marketing Workgroup – talked about how to promote academic programs. Banners will be used on webpage to promote programs. Brochures with brief information about a program will be created. Academics Leadership Team Calendar – was reviewed.	
LET/Academic Council Updates	April 30 – Listening Tour by Jay Box	All of ALT is encouraged to attend.
Next meetings	ALT – Tuesday, March 24, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Jackie) & Recorder (Angie) Special ALT – Thursday, March 26, 2:00-4:00, Newtown Campus Conference Rm 123	
Adjourn	The meeting adjourned at 3:37 p.m.	Have a fabulous Spring Break!!!