

Academics Leadership Team Meeting Minutes

Date: March 24, 2015 Time: 2PM – 3:45PM	Facilitator: Jackie Wiseman Recorder: Angie King
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Present: Vicki Wilson, Angie King, Jackie Wiseman, Tammy Liles, Kevin Dunn, Bonnie Nicholson, Rebecca Simms, Marty Baxter, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Dave Hellmich

Guests: Allan Robertson

Agenda/Issue	Discussion	Action
Minutes	The minutes from 03/11/15 were approved.	
IMT Program (Georgetown/Toyota) Presentation – Allan Robertson	<p>Allan described the program’s history, changes through the years, and accomplishments. While ours was the first in the System, most KCTCS colleges now have the IMP program, which is now called the AMT program (Advanced Manufacturing Technology).</p> <p>Allan also mentioned how President Obama’s TechHire Initiative has been one guiding force for the program’s development. Allan and Mike Franklin expect to be able to use Perkins funding for more program equipment, such as robots. BCTC currently has 3 robots but needs 2 more, and Allan and Paul Turner are getting certified in Robotics. Though a grant, their goal is to eventually acquire the newest generation robot, “Baxter.”</p> <p>Finally, Allan described the Georgetown campus, which has an open-concept classroom model in order to accurately simulate the workplace.</p>	
Good News	<p>We celebrated Dave’s birthday.</p> <p>Tammy reported that the Patel Foundation gave the BCTC Foundation \$15,000. \$12,000 is for additional supplies, and \$3,000 is for student scholarships.</p> <p>Steve reported that the library has rearranged seats to allow for more student working space.</p> <p>Bonnie reported that Linda Faul needs program nominees for the Outstanding Graduate Award by no later than Tuesday, March 31st.</p>	We sang happy birthday 😊
Follow-up from ALT Minutes	<p>Facilities Discussion: Tammy reported that they have been working with the architects to finalize the plans and that the NS Division will begin working on an NSF grant to help purchase equipment.</p> <p>ALT Prioritized Action Items/Teaching Support: Dave reported that he, Ben, Steve, and Vicki met to discuss the idea/plan of creating a Teaching and Learning Series. Tammy voiced her concern that AH</p>	

	<p>and NS faculty may not be able to apply due to the Friday meeting dates; Greg suggested that during some academic years, we have a week-long, instead of semester-long, series to accommodate those who have Friday clinicals/labs.</p> <p>Dave explained that the Teaching and Learning Series will intersect with the New Faculty Orientation but that the series is for new and seasoned faculty.</p> <p>ALT decided upon Friday, April 10th at the due date for applications and Tuesday, April 14th as the date on which ALT will choose the 2015-2016 series class.</p> <p>During a conversation about the Teaching and Learning Center Coordinator role, Ben said that the PD group met yesterday and that Miranda Hines discussed the value of having a faculty member in a role similar to hers; the idea would be for them to work together to establish and locate PD opportunities. Greg mentioned that the person hired in the Title III grant curriculum design specialist role for might also act in this capacity.</p> <p>Online Faculty Assignments: Greg stated that the group met.</p>	<p>Dave emailed the Teaching and Learning Series description. ADs are to share this with their faculty during 03/27 division meetings.</p> <p>Greg will send out an email.</p>
Essential Agenda Items		
Advising Update - Rebecca	<p>Rebecca stated that the KACADA (Kentucky Academic Advising Association) meeting be September 17th and 18th at BCTC, probably the Leestown campus. Because of the registration fee, faculty are concerned that no one will be able to attend due to the College's budget freeze and that only those in the promotion cycle are funded for PD. The Advising Committee would like to send a few faculty, so ALT asked Rebecca to identify faculty advisors in the promotion cycle to attend.</p> <p>Rebecca also informed the group that Terry O'Banion will be the Fall Kick-off guest speaker since FYE is the focus.</p>	Rebecca will identify faculty advisors in the promotion cycle to attend KACADA.
Facilities Strategic Planning Action Team – Greg	<p>Greg asked ALT to review the meeting notes he sent via email. Particularly note under-utilized space. ADs are to share this information at their division meetings.</p>	ADs are to report feedback to Greg via email.
Coordinator Training Topics/April 10 - Vicki	Vicki will add these items to the meeting agenda.	

Phi Theta Kappa - College Fish Extravaganza - Vicki	At Cindy Baker's request, Vicki shared a handout about the College Fish Extravaganza. She requested that ADs share this information in their division meetings. Faculty are encouraged to attend this event.	
Schedule of Classes - Ben	Ben talked with James Hogan about putting "live" schedules on the website. He thinks the schedule would be live in PS once a day, meaning, it would accurately indicate open classes, closed classes, and enrollment numbers.	Ben is going to take this idea to the SDEM Workgroup.
Spring 2016 Schedule - Dave	Dave reported that he is still finalizing his part of the spring 2016 schedule recommendations and that Vicki's portion is finished. Dave proposed that we initially concentrate on the spring 2016, 16-week class schedule. Dave noted that the Danville space allocations may change based on the Nursing program's needs.	Dave will send ADs and Deans the spring 2016 schedule materials by the end of the week.
Division Level Adjunct Awards - Dave	Dave reminded the group that Miranda Hines sent an email regarding division level adjunct awards, and he stated that divisions that award adjuncts should begin the process, if they already have not.	
General Education Assessment Committee - Dave	Dave reported that the committee is having good, active discussions, including discussions wherein they are working on developing a General Education Coordinator position description. Each division's representative should present at the next division meeting.	
Ongoing Item(s) Update	SDEM Workgroup: Debbie reported that, during the last meeting, they talked a lot about the 12-week classes; there are concerns over these classes from both SDEM and Academics. Debbie stated that the group meets again on March 26 th . Ben mentioned the idea of Starfish alerts being connected to the request for withdrawal process as a way to make the process more efficient for Records. Marketing Workgroup: Tammy reported that she sent the program information form out. Program coordinators should have received the form. Tammy has not talked to Sarah Dudik to find out how many have been submitted.	Ben will work on language regarding class withdrawal to include in Starfish.
ALT Calendar	Dave particularly noted April 7 th as the date by which ALT would identify summer Assistant Dean assignments.	ADs interested in being a summer I or II AD should notify their Academic Dean.
Academic Council Update - Dave	Dave reported that the new KCTCS Chancellor begins on April 17 th and that there are state dollars for program creation.	

LET Update - Dave	Dave reported the date of the board meeting – March 25 th . He also stated that Dr. Julian will soon present next year’s budget, which entails a 6 ½ % decrease. The College is approximately \$1.7 away from balancing the 2015-2016 budget (\$3.7 before recouped dollars).	
March 27 th Division Meeting Topics	The group discussed topics to be covered in division meetings: <ul style="list-style-type: none"> • Text book deadlines • Graduation • Phi Theta Kappa College Fish Extravaganza • Facilities update • KCTCS employee raise • Tuition and the BuildSmart program • Starfish survey • Gen Ed Assessment Committee report • Teaching and Learning Series description/application 	
Next ALT Meeting	The next ALT meeting is on Tuesday, April 7 th / Facilitator (Rebecca) and Recorder (Marty)	
Essential Agenda Items - Additions	Tammy asked about the \$75 fee to attend New Horizons and whether there are funds tied to this. There are not, but Dave stated that if faculty are interested in attending and in the promotion cycle, the College will pay their fee. Ben stated that there are problems with BCTC program listings on the website. Ben is in the process of correcting these mistakes.	
Adjourn	We adjourned at 3:45 PM.	