

Academics Leadership Team Meeting Minutes

Date: April 14, 2015 Time: 2:00 PM – 3:45 PM	Facilitator: Marty Baxter Recorder: Rebecca Simms
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Present: Susan Hayes, Jackie Wiseman, Debbie Holt, Kevin Dunn, Greg Feeney, Vicki Wilson, Angie King, Marty Baxter, Rebecca Simms, Ben Worth, Tammy Liles, Dave Hellmich

Agenda/Issue	Discussion	Action
Minutes	The minutes from 4/7/15 were approved.	
Good News	<ul style="list-style-type: none"> • The ground breaking ceremony for new Georgetown campus yesterday went well and was well attended. • The city of Lexington has indicated that it will contribute to BCTC’s Build Smart fund for an additional building on the Newtown campus. • Women in Computing held a successful conference this past week. Melanie Williamson and Cindy Tucker coordinated this and had over 100 attendees. 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Lexington Facilities Discussion (Dave/Greg): Greg has received input from only 1 person thus far so if others want to provide input and have their voice heard, please submit input to Greg. Dave indicated that there was growing concern at KCTCS and at the state level about carry-forward funds and identifying renovations to existing facilities to put these funds towards. Momentum is in favor of building above what we have. • Title III Grant (Dave): Nothing new to report. • Attendance/Class Grades (Angie): Nothing new to report. Will remove this item and bring back in next academic year. • Perkins (Dave): No additions. • 2015-16 Reassignments (Dave): See the two attachments to today’s agenda for details. The first spreadsheet was develop last February outlining reassignment scenarios from 2014. We can use this as a launching point for this year’s discussion. We need to ensure that we are still comfortable with the reassignments. Discussion revolved around previous discussion that primarily focused on each divisions’ needs. If we make changes, we should discuss at division meetings next week. The main issue discussed was related to the impact the lack of Master Advisor’s has had on the faculty advising coordinator and to advising as a whole. Tammy and Rebecca will bring more details to next week’s ALT meeting to discuss further. 	<p>ALT to discuss details of impact of last year’s reassignments at next week’s ALT.</p>

	<ul style="list-style-type: none"> • Online Faculty Assignments (Greg): Greg sent the policy related to online faculty assignments to ALT a few weeks ago. This document will be available if faculty inquire about teaching completely online. Although there are no plans to post it online, Dave indicated that it could possibly be posted online in faculty handbook. • Instructional Resources QAC (Ben/Steve): Steve discussed points from the last meeting and indicated that if a Teaching and Learning Center Director is what we want to develop instructional resources, we would need to discuss further exactly what we would want that to look like. Brent continues with reassign time for this area. • New Horizons (Dave): Reminder that ALT needs to send Dave a list of faculty and staff from our divisions who want to attend the New Horizon’s Conference this year. Please send to him by April 20th and indicate who will need overnight lodging. • Budget Review Committee (Dave): In light of ongoing budget issues, Dr. Julian is instituting a Budget Review Committee. This is an important cross-functional group that will be comprised of representatives of all areas of the college to determine budget priorities for the college. Debbie Holt will represent Academics on this committee due to her knowledge of academics context. • Digital Literacy (Dave): Debbie gave an update that the Academic Council is currently discussing this. At issue is whether we keep this as a graduation requirement. Debbie pointed out that all of our graduates will use computers in their field but past IC3 exam pass rates have been abysmal. Although we may need to revisit the course competencies for digital literacy, there is concern about eliminating this all together as a graduation requirement. Dave indicated that the Academic Council will most likely develop an ad hoc committee with college representatives to review the issue and make recommendations. We can discuss at division meetings next week and present the current requirements. It would be helpful if ALT could develop a draft of the main points related to this, so we can get informed feedback from divisions. 	<p>ALT to send Dave a list of faculty and staff who want to attend New Horizon’s along with those who will need overnight lodging.</p> <p>Debbie to develop draft of main points related to digital literacy for discussion at division meetings.</p>
<p>BCTC Teaching/Learning Series & KCTCS Innovative</p>	<p>See attachments to meeting agenda for details.</p> <ul style="list-style-type: none"> • Teaching/Learning Series: Dave asked if any faculty have expressed interest in this. There were 5 total (1 from CSIS, 2 from MS, 1 from Humanities and 1 from CHLSS) Since no budget resources will be needed, ALT agreed that we should move forward with this initiative. We 	

Educators Academy	<p>will continue to encourage other faculty.</p> <ul style="list-style-type: none"> • KCTCS Innovative Educators Academy: ALT can identify a faculty member from BCTC to attend. (Encourage faculty in promotion process) Send name of faculty members who want to participate to Dave. 	ALT to send Dave names of faculty interested in KCTCS Innovative Educators Academy.
Professional Development Opportunities	<ul style="list-style-type: none"> • Ben sent ALT an email with info on good local PD opportunities. We should encourage faculty to attend, especially if there are weak areas in their PPE related to the PD. • Discussion: <ol style="list-style-type: none"> 1) Need for online facilitators (who help with online instructors). Ben wants to encourage more faculty to submit to become facilitators, so can AD's assist by encouraging online instructors to do so? Susan and Angie will help. 2) Online Peer Team Retreat – Ben attended and discussed the focus from this retreat as related to ongoing statewide conversations for a new LMS vendor. More schools are moving from Blackboard to other platforms such as Canvass. Blackboard has plans to upgrade later this year, but KCTCS colleges will not have to adopt the new upgrades. Investigation in this is ongoing. 3) Ben met with Kevin and Susan related to exemplary course rubrics (or quality course rubrics) to review online course shells. Feedback goes to faculty and their administrator. A time investment would be required to do this, so is this project significant enough to move forward? Ben's recommendation is that it is since it will serve the same function as syllabus check list and ensure online courses have the needed items in place. A faculty member could be trained to do this work and finish in one year. Can we begin this in the fall, as a pilot? Ben will get feedback from faculty and student groups and begin work on developing a proposal that will go to ALT by the end of fall semester. 4) Academics Landing Webpage: There is a lot of info on here and it gets lost. Can we narrow down, since some items are duplicated in other areas of our webpage? Ben will make edits and share with ALT before going live. In reviewing, we need to think about what information we would want on an Academics page as opposed to a Faculty/Staff webpage. Also the navigation process to access this info will be important to consider. 5) Ben will send ALT email today with program curriculum links to review for FYE grant overloads for teaching. 	<p>Ben to develop proposal for exemplary course rubrics for ALT by end of fall 2015.</p> <p>Ben will make edits to Academics landing webpage and send to ALT to review.</p>
Follow-Up on College-wide Coordinator Meeting	<p>Vicki Wilson provided meeting highlights: Vicki Partin provided update on scheduling process. Discussion from Coordinators included:</p> <ul style="list-style-type: none"> • Comments indicating that we may be too efficient with the schedule making fewer courses available in person and online as only option for some students. 	

	<ul style="list-style-type: none"> • Comments about escrowed courses taking up “good course times” that students would prefer to enroll in, but were unavailable. • Low enrollment thus far may be related to the fact that we have no windows for priority registration, so students do not feel any incentive to register early. <p>Assignment of “I” grade will be handled within each division as we do now. Reminder that adjuncts will have email accounts closed at the end of semester. Gen Ed Coordinator Discussion:</p> <ul style="list-style-type: none"> • Info provided on using Hire Touch for hiring adjuncts. They requested training session for this in the fall. • Coordinators want evening classes in summer considered. (Possibly FYE) • Discussion of competition from Maysville Community and Technical College with BCTC Winchester campus and online courses as related to Maysville paying for courses if students complete degree within two years. <p>Technical Ed Coordinator Discussion:</p> <ul style="list-style-type: none"> • Mike Franklin provided Perkins update and discussed 2-3 year plan for equipment. • Coordinator concerns about whether college understands cost implications for renovations at existing facilities. • Information on how to develop Advisory Committee and conduct meetings. 	
AD Access to Faculty Advising Schedule in Starfish	Rebecca discussed possibility of AD’s having access to faculty advising schedules in Starfish. May use as a documentation tool for PPE’s if there were consistent complaints about a faculty advisor not having advising times available. ALT did not feel that this was necessary since feedback on advising was provided through Yasemin as well as on advising evals. ALT feels that Yasemin keeps them well informed of faculty advising issues.	
Accelerated Opportunities (AO)	Rebecca discussed the new AOKY 2.0 model that has evolved since the initial AO grant 3 years ago. Would like to focus AO on programs at Leestown campus in the fall. This would require team teaching of only one technical course leading to a certificate. Adult Ed would provide supplemental academic instruction for reading, writing and math outside of technical course. FYE 105 would be required for all students. This would focus on high level GED seeking students as well as dev ed students. Rebecca will follow-up with AD’s with technical programs at Leestown to discuss further.	Rebecca will follow-up with AD’s who have technical programs at Leestown.
Ongoing Item(s) Update:	ALT/SDEM Workgroup: next meeting Thursday, April 16 th . Due to concern over SBGS cancellation this year, Tammy indicated that there was concern from some faculty being asked to advise in summer, since most faculty are off contract in the summer. The email requesting them to do that is presented in a negative way, instead of asking them if they would like to volunteer.	

	<p>ALT/marketing Workgroup: Tammy indicated that AD's need to review the list of programs that KCTCS says we are offering so the ViewBook can be revised accurately. This is due to her by May 1st. BCTC sponsored a Facebook ad for Environmental Science program. (Stephanie Fitch filmed this for the program) Tammy encouraged AD's to "share", not "open" this on the Facebook page.</p> <p>Social Media Campaign on BCTC website: This is community college month, so BCTC programs will be featured on the front page in April. (For those who sent this info in to Sarah Dudik before spring break) Can continue to send program info to her.</p> <p>Internal/External Student Government Transfer Fair: This is being considered for fall semester around advising time. Will focus on helping students learn about what programs at BCTC transfer.</p> <p>Academic Leadership Team Calendar reminders: April 14th: Dave asked that AD's ensure the academic web contents are reviewed and up-to-date. April 24th: Summer classes open for late registration due to Dave by noon. (all summer term options) April 28: AD's submit summer/fall course schedule contingency plans to Dean</p>	
LET/Academic Council Updates	Nothing new to report	
Essential Agenda Additions	Greg indicated that division assignments for summer AD's will be discussed at next week's ALT.	
Next meeting	ALT —Tuesday, April 21, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Jackie & Recorder: Debbie	