

**Academics Leadership Team Meeting Minutes**

Date: April 21, 2015 Time: 2 PM – 4:10 PM	Facilitator: Jackie Wiseman Recorder: Debbie Holt
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Present: Angie King, Jackie Wiseman, Tammy Liles, Kevin Dunn, Bonnie Nicholson, Rebecca Simms, Marty Baxter, Steve Stone, Debbie Holt, Ben Worth, Susan Hayes, Dave Hellmich, Greg Feeney, Vicki Wilson

Agenda/Issue	Discussion	Action
Minutes	The minutes from 4/14/15 were approved.	
Good News	<ul style="list-style-type: none"> <li>• Tammy showed the video that Stephanie Fitch and the FLM students have created to promote the EST program. Kudos to Stephanie and her students!</li> <li>• Dave announced he has accepted the position of president at Sauk Valley Community College in Dixon, Illinois and will start his new job July 1. He will be greatly missed.</li> </ul>	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> <li>• Lexington Facilities Discussion (Dave) – The bid for the new Georgetown campus has come in \$1-1.5 million under budget, so some of this money can be used for equipment rather than having to use Perkins funding.</li> <li>• Reassignments for 2015-16 (Dave)—AD’s should send names of new coordinators in their divisions to Bonnie/Greg by Thursday morning and an updated list will be sent for review to ALT. After discussion the decision was made to offer reassign time to one faculty to assist Yasemin with advising next year.</li> <li>• Instructional Resources QAC (Ben/Steve)—This QAC will propose we appoint a Director for the Teaching and Learning Center with “significant” reassign time, who would work closely with Miranda Hines on PD opportunities and training for faculty.</li> <li>• New Horizons (Dave)—based on the limited response, all those who have requested to go should be paid for by the college. Any additional requests should be sent to Dave by 4/24.</li> <li>• Digital Literacy (Debbie)—current Digital Literacy competencies were sent to ALT and should be discussed in division meetings this Friday. It is expected that an ad hoc committee with one representative from each college will be appointed in the fall to discuss whether to keep DL as a graduation requirement and/or whether to revise the current competencies.</li> <li>• KCTCS Innovative Educators Academy/Master Trainer Participants Pilot (Dave)—Dave discussed a new initiative being offered by the Systems Office to offer a master trainer workshop for technical faculty. One name was put forward and if that person agrees, will be our college’s rep to this training May 26-29.</li> </ul>	
Faculty/Staff Meeting on 4-17 Post Mortem	Dave asked for faculty reactions to the meeting concerning the budget for 2015-16. There should not be any effect on workload for next year, but based on recommendations from the Budget Advisory Review Committee that is currently being formed, there may be more cuts/workload	

	adjustments in future years.	
Curriculum Committees	Dave distributed copies of current representatives to KCTCS curriculum committees. AD's should revise as needed and bring changes to ALT next Tuesday.	
Faculty Positions Update	Dave reviewed the faculty positions we are filling for fall. Searches are currently underway for Accounting, BAS, Art, and Medical Assisting. If we need to spend money to advertise some of these positions to attract a good applicant pool, we will do so.	
Graduation	Remind faculty to attend and come early—parking may be more of an issue this year and the Governor's Mansion where the Student Recognition Ceremony will be held is not within easy walking distance to the Convention Center where graduation will be held. A new addition this year is newly-promoted faculty will lead the faculty processional line and will wear special ropes to identify them (which have to be turned in before they leave). Dr. Julian will also recognize them from the podium.	
Fall Kick Off	Will be Friday, August 7. Ask faculty to ideas on sessions so they will be meaningful and relevant.	
Ethical Reasoning Assessment Update	Dave announced that Jeff Herrin (Math) and Brandon Knight (Dev. English/Reading) will serve as co-coordinators for this general education outcome assessment next year. Division reps will report this at division meetings on Friday.	
Committee Assignments for Next Year	Dave will send a list of current college committees/action teams. Faculty can request committees through ITES or send requests to their AD's. AD's will review all requests and send recommendations to their deans. For the Advisory Committee on Promotion AD's should determine interest among their faculty and bring names of one Associate Professor and one Professor to next Tuesday's ALT and we will vet names to send forward to Faculty Council.	
Online Teaching	Discussion was held on different ways faculty can accommodate small classes for various reasons.	
ALT-SDEM Workgroup Report	Debbie reported that the group discussed the concerns brought from ALT regarding the cancellation of Stop By Get Started and Summer advising requests. The decision to cancel SBGS was made last fall due to budgetary and human resource issues and those funds are now being applied to recruiting and orientation efforts.	
ALT-Marketing Workgroup	The LPN program is being highlighted this week.	
Elections	Divisions should elect representatives for standing committees in this week's division meetings. Debbie will send the updated election schedule which reflects the two new standing committees.	
LET Updates	<ul style="list-style-type: none"> <li>Jay Box will be at BCTC Thursday, April 30 and will meet with APT at 2:30 at Leestown.</li> <li>FY 15-16 Non-Recurring Budget Update—this year ALT received about \$840,000 for operating budgets, non-Perkins equipment and repair, and DOM salary. For next year we anticipate getting \$400,000 in non-recurring funds.</li> </ul>	

	<ul style="list-style-type: none"> <li>• LivingWell Promise—for faculty who have selected this option for their KCTCS health insurance must complete one of two options or something bad will happen. Employees should check with HR to be sure they are in good standing.</li> </ul>	
Division Meeting Topics	<ul style="list-style-type: none"> <li>• Kick Off Topics</li> <li>• Digital Literacy</li> <li>• Gen Ed Assessment Update</li> <li>• Curriculum Committee Reps</li> <li>• Graduation</li> <li>• Committee Assignments for 2015-16</li> <li>• Dave’s News</li> <li>• Budget Review Committee</li> <li>• LivingWell Promise</li> </ul>	
Program Advisory Committees	Although KCTCS says program advisory committees should meet at least once per year, BCTC’s <i>Program Advisory Committee Handbook</i> stipulates they should meet at least twice per year and SACS guidelines support this.	
Priority Registration	Having an ending date for Priority Registration was not discussed at the last Student Advising Committee meeting.	
Breakfast Club	Angie announced the Transfer Center sent a request to the Tutoring Center for volunteers for an event it is sponsoring for study sessions for students on April 29. Any faculty can schedule study sessions at this time as well and food and drinks will be available. It was noted that events like this should be publicized earlier so more faculty/staff could participate.	
Master Teacher Seminar	Tammy reported that faculty from her division who attended this event recently reported that it was very good.	
Adjournment	Meeting adjourned at 4:02 p.m.	
Next Meetings	Tuesday, April 28, 2-4 p.m., Newtown campus Facilitator—Debbie (instead of Bonnie) and Recorder—Kevin Tuesday, May 5, 2-4 p.m., Newtown campus Facilitator—Bonnie (instead of Debbie) and Recorder—Greg	