

Academics Leadership Team Meeting Minutes

Date: August 13, 2014
 Time: 9:06 – 2:40 p.m.

Facilitator: Dave Hellmich
 Recorder: Dave Hellmich

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

Agenda/Issue	Discussion	Action
<p>Leading: Actively shaping the college’s future, the future of the Academy</p>	<p>Dave Hellmich opened the meeting by noting (like last year) that the Academy most of us knew and loved early in our careers has irrevocably changed. As much as we mourn this change, we have a responsibility to current and future faculty, staff, and students to lead where we can. He also emphasized that we can lead successfully only if we have trust among ALT members.</p> <p>ALT members emphasized the need to value faculty voice and to promote this value throughout the college and system.</p>	
<p>Quality of Instruction: the Role of Faculty</p>	<p>Dave offered that priorities for ALT this year are to promote quality instruction and the role of faculty. In so doing, the following will be pursued:</p> <ul style="list-style-type: none"> • Update faculty PPE guidelines • Identify leadership voids • Develop an Adjunct “Academy” • Continue to expand Coordinator training (9:00 to Noon on 8/29, 10/31, 2/6, 4/3) • Emphasize the role of the Assistant Dean as a faculty mentor to guide faculty in a formative way <p>Several ALT members emphasized the need for the college to invest in faculty and for faculty, in turn, to be invested in the college; the need for faculty to have the opportunity to share their love of teaching; and the need to give long-term faculty more opportunities to share their experiences.</p>	<p>ALT will look to see if PPE guidelines need revision.</p> <p>Dave asked for ft/pt faculty names to lead an Adjunct “Academy”</p>
<p>Student Success</p>	<p>Dave offered that another priority for ALT this year is student success, as pursued by the following:</p> <ul style="list-style-type: none"> • Identify needed quantitative and qualitative data and the means of disseminating data • Form an “Accelerated Dev Ed Task Force” to study the college’s pilots (AO, English, 	

	<p>ESL, Math, and Reading) and recommend future methods of delivery</p> <ul style="list-style-type: none"> • Promote the value of Adult Education and Dual Credit • Promote PTK and Honors • Determine next steps for FYE 105 specifically and a “College Success Culture” generally • Improve Advising • Develop and require baseline advising training • Emphasize Starfish training • Develop and implement a BCTC equivalent to UK’s Academic Enhancement 	
Partnerships: Build relationships within Academics, within BCTC, and external to BCTC that will advance Academics’/ college’s goals	Dave noted that he specifically and ALT members generally need to improve building partnerships within the college so that we can successfully advance Academics’/college’s goals. As such, when we are dealing with issues, we need to make sure all invested parties are included in discussions and are aware of implications associated with decisions.	
Facilities: Develop plans for academic programming on all campuses	Dave shared slides from the Kick Off presentation he and Rob Knight gave on college facilities, emphasizing the discussion to occur this semester about future programming at the Lexington campuses. ALT will hold a special meeting on Thursday, September 4 to look at detailed enrollment information.	
Budget Planning	Dave advised ALT members that last year’s college-wide budget discussions may be revisited this year. He also shared the 2014-2015 Academics Operational and Equipment Budgets.	
Managing Nuts and Bolts. . Goal to address 95% of all issues promptly	<ul style="list-style-type: none"> • Dave shared the updated Academics Org Chart and noted the presence of Academics Policies and Procedures. • He distributed the ALT Meeting Schedule sign-up sheet and said more time will be given this year discussing issues requiring ALT leadership. • ALT members decided the only standing workgroup we will have this year is with Student Development and Enrollment Management. • Dave shared the Academics Calendar with emphasis on the Dean’s search timeline, class schedule timelines, and division web audit dates. • Dave went over in detail the timeline and process for proofing the Spring 2015 Class Schedule. 	Interested ALT members are to contact Debbie Holt

	<ul style="list-style-type: none"> • Dave gave an overview of division responsibilities regarding web managers and content managers. • Dave reminded ALT members of Thursday’s Fall class cancelations and the need for divisions to identify classes open for late registration (8/21-22). • Weekend weather closings were discussed, and it was decided closings will be posted on the college’s homepage. • Debbie Holt shared the faculty PPE template to be used this year. • Dave shared the 2014-2015 reassignments and entertained corrections. • Rebecca Simms gave updates on advising, dual credit, and Adult Education. • Ben Worth gave an update on distance learning, including information on LoD Premium and Hybrid. • ALT members decided that all full-time faculty will be required to have one QEP PD sessions this academic year. • Summer feedback included the following: <ul style="list-style-type: none"> ○ Having Ben, Rebecca, and Yasemin assigned to help with advising was critical. Additional advising resources are needed, and we need to work with faculty to leave a better “away message,” which will result in students being properly referred. ○ Division “contingency plans” need to include information about fall classes as well as summer classes. ○ LRC’s feedback indicates having the Cooper LRC open may not have been the best use of limited resources. 	<p>ALT members will share this requirement with their faculty.</p>
Next meeting	ALT—August 26, 2:00-4:00, Newtown Campus Facilitator (Susan Hayes) & Recorder (Ben Worth)	