

**Academics Leadership Team Meeting Minutes**

Date: September 2, 2014  
Time: 2PM - 4PM

Facilitator: Ben Worth  
Recorder: Susan Hayes

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

Guests: Laura Lynch, Mary Forbes, Larry laquinta

Agenda/Issue	Discussion	Action
Academics: Co-op	Laura Lynch introduced herself as the Technical Cooperative Coordinator. She has been asked by employers to create co-ops for various industrial programs such as collision repair, welding, HVAC. She provided information regarding dollars available to technical colleges as well as thoughts on developing a career bridge to assist employees in job progression.	
Student Evaluations of Instruction	Mary Forbes and Larry laquinta shared information regarding the move of Student Evaluations of Instruction to IPRE. IT has a large involvement in the online evaluation process. Process timeline shared. Group discussed faculty involvement in changes to forms. Susan noted that this was discussed at Faculty Council at the last spring 2014 meeting and that the previous action team (Faculty Performance Review Action Team) would dissolve and become a working subgroup of Academic Standards and Admissions (ASA) which is governed by Faculty Council.	Mary to formalize timeline by Friday, September 5 <sup>th</sup> and forward to ALT and office managers.
Minutes	The minutes from 8/26/14 were approved	
Good News	Celebration of 3 birthdays! Bonnie Nicholson turned 29, Rebecca Simms is 30 and Debbie Holt has hit 31! Congrats ladies! ☺	
Follow Up from ALT Minutes	<ol style="list-style-type: none"> <li>1. Weekend closures due to inclement weather will only be posted on the BCTC website.</li> <li>2. Adjunct Academy: names to be sent forward to Dave at next meeting.</li> <li>3. General education assessment: Joanne Olson Biglieri will be contacting ADs for information on assessments.</li> <li>4. Summer schedules: Group discussed options for summer 2015 scheduling. Dave noted that 20 students took BIO 137 in summer I followed by BIO 139 in summer II and 5 students took SPA 101 followed by SPA 102, summer I and summer II. He stated there would be a financial hit if 2 summer sessions were not available for such students. Additional discussion occurred regarding what is realistic for the student to be able to accomplish in short summer sessions. BIO 137 and BIO 139 end of semester processing may possibly be entered manually to accommodate these students. This discussion will occur at Faculty Council this week.</li> </ol>	Send Dave names of faculty (part time or full time) who could provide leadership in working with adjunct (communications, PD needs, etc.) Members of ALT who will be present at Faculty Council on 9/5/14 to share thoughts at that time.

	<p>5. Advising model: much discussion regarding advising model presented by Pam Bates at last ALT meeting (8/26/14). Outcomes included: faculty approval needed for new advising model; due to many concerns of this group, a pilot was suggested; to be discussed at the Student Advising Committee on 9/12/14. The need for Program Plans to be current was stressed.</p> <p>6. SHEP: Rebecca is waiting to hear from UK.</p>	Further advising discussion at ALT after committee meets.
KCTCS Presidential Search	Steve Stone inquired about the KCTCS Presidential search. The Board of Regents meets on September 18-19, 2014 and the new president will be announced in October.	
Faculty and Staff PPEs	Tammy Liles requested information from group regarding percentages, how to standardize especially in leadership. Direction to be provided by the AD however the faculty may ultimately choose percentage to use. AD documentation of such discussions highly suggested. Staff PPEs discussed. Percentages used last year to remain for this year. Due to HR on November 30 <sup>th</sup> .	
Nomination for System Office Committees	Greg raised questions about the process of nominations for these offices. It is believed that the college's Promotion and Tenure Committee chair will fill the System position.	Greg to get further information and share with ALT.
Division Meetings and PD Offerings	Ben discussed feedback regarding offering PD programs on division meeting days. All divisions meet at different times on scheduled days however 11:00 and 1:00 were times that would meet the needs of most faculty. Ben planning on offering Starfish training on September 19 <sup>th</sup> at 1100 and 1:00.	
KCTCS Admissions Application	Ben sent out PowerPoint slides identifying the new KCTCS admissions form. Advisors will be assigned at the time of admission based on Program of Study selected on application. Learn on Demand will be clarified on form. Ben discussed potential changes to BCTC Admissions policies such as conditional admissions being extended to transfer and readmit students, extending the inactivity time before needing to reapply, readmission form being built into self-service, and student KCTCS email address as part of the admissions form.	
Missing Rosters	Dave encouraged members to complete missing rosters.	
Academics Leadership Team Calendar	<p>Dave emphasized the following deadlines:</p> <p>Sept. 12 Dave Hellmich sends 2nd proof of the Spring 2015 class schedule to ALT  <b>Sept. 12 Final Fall PeopleSoft course updates complete</b>  Sept. 16 Dave and Vicki P submit Summer 2015 space allocation and class schedule recommendations to the ALT  Sept. 19 ALT members return 2nd proof of the Spring 2015 class schedule to Dave and Vicki P  Sept. 26 All Fall syllabi are to be filed on the server</p>	

ALT Workgroups	SDEM-ALT Membership: Greg Feeney, Debbie Holt, Ben Worth, Jackie Wiseman, Steve Stone Will meet September 11 <sup>th</sup> at 0830 on Cooper campus.	
Essential Agenda Additions	<ol style="list-style-type: none"> <li>1. Coordinator Meeting (Vicki): 2 meetings will be held this semester and 2 in the spring. Topics will include: AIM, e-community site, schedules; during the second hour gen ed and technical faculty will split into 2 groups and discuss summer schedules, semester postmortem, and classroom observations.</li> <li>2. Overload pay (Debbie): Debbie asked for clarification for the date in which the course enrollment number is determined for overload pay. The end of the last day of late registration is such date.</li> </ol>	
Next meeting	Special ALT on Facilities—Thursday, September 4, 1:30-3:30, Newtown Campus Conference Room 123 ALT—Tuesday, September 9, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Angie) & Recorder (Rebecca)	