

Academics Leadership Team Meeting Minutes

Date: October 21, 2014

Time: 2 PM – 4:10 PM

Facilitator: Susan Hayes

Recorder: Debbie Holt

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

Guests: Vicki Partin, Palisa Williams Rushin, Tania Crawford Gross

Agenda/Issue	Discussion	Action
Minutes	The minutes from 10/07/14 were approved.	
Good News	All Spring 14 Cosmetology graduates passed their boards.	
Fall 2015 Schedule	Dave and Vicki Partin reviewed the process and timeline for preparation of the Fall 2015 schedule. Meta Analysis of regional campuses will be on December 3, and AD's should submit Fall 2015 schedule for their divisions no later than December 4. Dave reviewed changes in room allocations for Cooper and Newtown campuses. AD's should talk to their respective deans if they see problems with room changes by Thursday. Dave will send to AD's on Friday, October 24. Coordinators/AD's should also update list of classes to be offered once a year as needed.	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Lexington Facilities Discussion (Dave) – Omni Architects have received the bid for the new building at the Newtown campus. Rob Knight will be scheduling a planning meeting soon. • Transcripts (Dave)—Faculty transcripts will be moved back to M129 at Leestown. ALT will be notified when transcripts are available for review. • Starfish Flags (Ben)—continue to send concerns/questions to Ben. 	
Division Meeting Feedback	<ul style="list-style-type: none"> • Facilities: Are there “high tech” labs at Winchester campus that aren’t being used? Clarification was given that Academics is represented on College Facilities Committee by Greg and Kevin. • Faculty want more information on Title III Grant—Math, Natural Sciences and Humanities are most affected. 	
KCTCS Heritage Curriculum Committee	Dave does not need to approve faculty who want to attend curriculum meetings. The names of these faculty should be given to the official voting rep who will recognize these faculty at the meeting.	
Advisor Responsibilities	<p>There have been several reports that faculty are telling students at regional campuses to see someone in the Advising and Assessment Center. AD's should remind faculty that they should make themselves available to “meet” with all their assigned advisees either in person, by phone or by e-mail.</p> <p>Yasemin wants to update the Advising Handbook and clarify advisor responsibilities, and wants</p>	ALT recommends that members be added to the Student Advising Committee so that all divisions have representation.

	input from all divisions. ALT felt this was an issue that should be addressed by the Student Advising Committee that that this committee should have representation from all divisions.	
Title III Grant	<p>Palisa and Tania reviewed the Title III grant, which officially started 10-1-14. Tania is the PI for this grant. She distributed a revised timeline for each of the five years for which the grant is funded, and she and Palisa discussed the revised objectives. Some of the highlights of the ensuing discussion were:</p> <ul style="list-style-type: none"> • The consulting firm that worked with the college in writing the grant will remain with us through the life of the grant. • The emphasis on FY students came about as a result of the Foundations of Excellence Study in which BCTC participated a few years ago. • One of the primary objectives of the grant is to develop a structured, high-impact First Year Experience, including a FYE Center with a director and coaches to assist students. This FYE Center is scheduled to open at Cooper soon, with another opening at Newtown in Year 4, although this could change. • Redesign all developmental courses to enhance them and pair them with content courses, making them more collaborative and relevant to courses in the students' majors. • Develop process to have timely access to effective data—in Year 2 a ¾-time data analyst will be hired. • Implementation of a Faculty Studio with an instructional designer to assist faculty in developing more effective courses, especially online courses. This Faculty Studio will be in A101 at Leestown and the Instructional Design position will be advertised very soon. It was emphasized that ALT needs to be well represented on the search committee for this position. • The Faculty Studio will also include lead faculty who will collaborate with faculty to redesign their courses—there will be reassign time for these positions. Academics needs to be strongly involved in determining what the responsibilities of lead faculty will be. • Academics also needs to have key representation on the committee overseeing the grant. 	
Transitional Math	Debbie brought up some advising concerns about where students are in their progression of developmental math when they are enrolled in MAT 011, the new Transitional Math class. Jackie said the Math faculty are discussing these issues and she will check on a process by which advisors can determine where students are in their developmental sequence.	Jackie will send an update
Letters for Promotion Candidates	The Promotion Guide and the KCTCS Policies and Procedures require that promotion candidates request letters from all faculty in their division with the rank of Associate Professor or Professor <i>on their campus</i> . For the new divisions this could mean that several of the letters will be very general since these faculty have not been in the same division. It was recommended that AD's	

	mention this in their letters so the Promotion Committee is aware that many of the candidate's colleagues are new this year.	
Distance Learning Update	Ben emphasized that no advisors should Quick-Enroll students in LOD courses.	
Next meeting	ALT —Tuesday, October 28, 2:00-4:00, Newtown Campus Conference Room 123, Facilitator (Angie) & Recorder (Susan)	