

Academics Leadership Team Meeting Minutes

Date: October 28, 2014
Time: 2 PM – 3:45 PM

Facilitator: Angie King
Recorder: Susan Hayes

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: Alan Lawson, Yasemin Congleton

Agenda/Issue	Discussion	Action
Minutes	The minutes from 10/21/14 were approved.	
Good News	Robert Chirwa's was selected to present at an international symposium in December 2014.	
Grant Process (Alan Lawson)	Alan presented information on his background, his role as interim director of grants, and the grant process. Information can be located at: http://www.bluegrass.kctcs.edu/Giving/Grants/Grant_Process_and_Forms.aspx .	
Advising (Yasemin Congleton)	<p>General Info</p> <ul style="list-style-type: none"> • Advising evaluation return rates were sent to ADs to be shared with faculty. • Currently over 7500 degree seeking students have not registered for spring 2015. • The third tuition payment due date is no longer in effect. • It was suggested to remind students in classes to get advised and registered for spring. • It was suggested for advisors to send reminder emails to advisees. • Share reminder with faculty that they need to continue to have available times to meet with advisees, may be during office hours, but a continued expectation. • Yasemin is asking for feedback on the FYE advising model, positives and negatives. • Student Advising Committee: Yasemin to send out committee roster and asks for all divisions to provide a representative. <p>Late Registration</p> <ul style="list-style-type: none"> • January 6-8; Total of 8 hours required per faculty. • Jan 6: 9-6; Jan 7: 9-5; Jan 8: 9-5; all sessions will be held on Newtown campus. • Jan 12-14 (classes start on the 12th) advising will be held in faculty's offices from 9-5 with a 2 hour per faculty requirement; Jan 15-16 advising from 9-2 (enroll with instructor permission only). • There will be an Admissions staff member in each advising area. Faculty may need to be reminded of the purpose of this person in the area. • PTK: will be on-site to assist; faculty may need to be reminded of their purpose. • Sign-up sheets will be available next week for Gen Ed faculty only on Sign-Up Genius. 	<p>Please send feedback to Yasemin regarding the new FYE advising model. Allied Health to assign rep to Student Advising committee.</p>

	<ul style="list-style-type: none"> • Technical program sign-ups to be completed by Coordinators. Yasemin to send email. • SAP appeal emails will be sent January 5th just before registration. This may impact general advising. Faculty may have student return for completed forms at a later date. Financial Aid to send student to assigned advisor first. Faculty signature on SAP form does not make them responsible for final decision. <p><u>Spring Priority Registration</u></p> <ul style="list-style-type: none"> • The advisor list will be updated now to include crosswalk. • Please have faculty review their information for accurateness and report changes to Yasemin. 	ADs to review advisor directory for accuracy and report changes to Yasemin.
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Lexington Facilities Discussion (Dave): Dave will be meeting with architects next week for the initial discussion. • Transcripts (Dave): No report. • Course fees (Dave): Dave met with David Ruth, Becky Harp-Stephens and Julie Briggs to discuss processes. Course fee column to remain on schedule creation document. Book order deadlines must be met. Title III grant (Dave): Dave provided and reviewed a table to group which provides a project management tool for academics. This includes tasks, responsible party and deadlines. Instructional design specialist position not yet posted. • P&T Committee chair (Debbie): Debbie requested that we invite Gil Wheeler to attend an ALT meeting now and then again after this promotion cycle is complete for feedback. 	<p>Please include David Ruth in any communication to registrar regarding schedule changes.</p> <p>Dave to contact Gil to request meeting.</p>
Coordinator Meeting (Nov 7) (Vicki and Marty)	<ul style="list-style-type: none"> • Currently Mary Forbes is on the schedule: she will meet with Technical coordinators to discuss the evaluation process • It was suggested that Vicki Partin and Dave attend to discuss course schedules and fees. 	ALT members are asked to email Vicki and Marty with other suggestions.
Summer Bookstore at Newtown (Vicki)	Vicki suggested having a summer bookstore available at Newtown campus as most of summer courses are held there. Currently books for Newtown classes are sold on the Leestown campus.	Dave to contact Pete Hyland to discuss.
4 th Annual Gathering (Dave)	Dave shared with the group ground rules for gift exchange at annual event. Date tentatively set for Friday, December 5 th beginning at 5 pm. Location TBA.	
FY 15 Non-recurring Budget Requests (Dave)	Luv' sent an email to DOMs asking for budget needs for the remainder of FY 2015. The total non-recurring funds allocated is \$145K. Dave encouraged ADs to identify how much will be needed for their programs to complete the fiscal year.	ADs/DOMs to send needs to Luv' by Thursday as requested.
Full-time Faculty Requests (Dave)	Dave is looking at full-time to part-time faculty ratios. He will be sending out ratios for review. New full-time faculty requests will be identified. ADs to work with deans to identify needs. Deans will discuss with Dave.	
General Education Assessments (Dave)	* Dave stated that there are gaps in the gen ed assessment plan.	Follow-up discussion at next ALT meeting. Present to

	<ul style="list-style-type: none"> * Dave recommends an approach that is both meaningful and not overly strenuous. * He recommended piggybacking on the current QEP model. * He would like a group of faculty to be identified, who will research options and interventions and provide professional development in such area. This would occur over 2 years. * ALT members will identify one key area to be addressed. * After presentation to Faculty Council, faculty will be recruited for this workgroup. * Dave shared a data set of end of program assessments and their alignment with BCTC gen ed outcomes. 	<p>Faculty Council on November 7th.</p> <p>ALT members to review chart for guidance on which gen ed focus to pursue.</p>
Academics Structure (Dave)	<ul style="list-style-type: none"> • Discussion occurred regarding the merging of the Natural Science Division with the Allied Health Division. • One benefit was better collaboration of tenure track faculty with contract faculty. • Marty's 3 year AD term will be completed in May 2015. • DOMs: there will be no job layoffs with this change. Academics is currently down 3 support staff. 	Bonnie, Dave, Marty and Tammy to discuss details of discussion. Tammy and Marty to discuss with their divisions before next Faculty Council meeting on Nov. 7 th .
Division Assistant Dean Search Committees (Dave)	<ul style="list-style-type: none"> • Division AD Search Committees will be named November 7th. • Allied Health will be merged with Natural Sciences so therefore no AD will be selected. • BCIS – Debbie and Greg to discuss • Distance Ed – Dave to discuss • Dave reviewed attachment to agenda (KCTCS Administrative Policies and Procedures 1.5.6.7) which provides direction for appointment of new AD. 	
Ongoing Items Update	<ul style="list-style-type: none"> • ALT/SDEM Workgroup: Debbie informed group that they will be meeting on Thursday, October 30. Ben raised a question regarding the ability to accept informal ACT scores/class completions from student when planning class schedules. • Academics Leadership Team Calendar – reviewed with group. 	Discuss acceptance of informal scores/grades with workgroup and report to ALT.
LET/Ac. Council Updates (Dave)	<ul style="list-style-type: none"> • No report 	
Essential Agenda Addition	Steve informed group that when videos are being created by faculty to be used in the classroom, the closed caption option must be used/added to the video. From further discussion it was noted that using this option while creating videos is not simple or accurate.	
Next meeting	Special ALT: Transitional Education – Thursday, Oct 30 th 2-4, Newtown Conference Room ALT – Tuesday, November 4 th , 2:00-4:00, Leestown Campus Board Room , Facilitator (Vicki) & Recorder (Marty)	