

Academics Leadership Team Meeting Minutes

Date: November 04, 2014

Time: 2 PM – 4:00 PM

Facilitator: Vicki Wilson

Recorder: Marty Baxter

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
<p>Guests: Melissa Terry and Jill Paige Admissions Office</p>	<p>Jill presented the new SEE (Student Enrollment Experience) Portal. This is the new BCTC acceptance process. Students will still receive an online acceptance letter with directions on how to complete the admission process. The new SEE Portal centralizes the admission process with step by step instructions and links to appropriate BCTC sites.</p> <p>Melissa discussed a few admission policies. Transfer students cannot be admitted without official transcripts. This is a Senate rule. During Late registration- students can be advised with an unofficial transcript but the college must receive an official transcript within one semester and the student will be under conditional admissions. First time freshman can be admitted under a conditional admission status and must turn in an official transcript within one semester. SACS is questioning “hand delivered” transcripts.</p>	<p>ADs to share with their faculty at the next division meeting.</p>
<p>Minutes</p>	<p>The minutes from 10/28/14 were approved.</p>	
<p>Good News</p>	<p>The MIT student organization held a successful “Trunk or Treat” event.</p>	
<p>Follow Up from ALT Minutes</p>	<p>Lexington Facilities Discussion - Dave and Rob Knight are meeting with the architects to discuss the new building at Newtown and the possibilities at Cooper.</p> <p>Transcripts - Still in the process of having those moved from HR on Newtown to Leestown Campus.</p> <p>Title III Grant – Greg, Jackie and Angie are meeting on Thursday to discuss what academics responsibilities will be in this project.</p> <p>AH/NS merger – Dave will be discussing with faculty council on Friday.</p> <p>FY ‘15 Non-recurring Budget requests – we have been allocated an additional 150K in NR\$ for this year for academics.</p> <p>FT Faculty & Staff requests – Dave, Bonnie and Greg will meet to prioritize and discuss 11/13/14</p>	<p>Dave will be sending out chart strings.</p> <p>Send your request to your Dean no later than noon on 11/12/14.</p>

	<p>General Education Assessment Competencies – Dave will discuss at FC that we will continue our Reading for Life project and along with this ongoing project, we will use the same QEP format process to begin a 2 year in-depth analysis to determine what Gen. Ed competencies we will concentrate on as a college. Dave distributed the list of possible areas of concentration.</p> <p>Information Literacy- is one area of concern found on the exit exam results. If this is the area of concentration there will be a faculty led committee to determine how PD will be developed for the college.</p> <p>Summer Bookstore at Newtown- Dave has not gotten feedback from the bookstore on this matter.</p>	<p>Dave will discuss at FC on Friday.</p> <p>Marty and Vicky will get feedback at the coordinators training on Friday.</p> <p>Dave will discuss with Pete Hyland.</p>
Search Committees	When putting together a search committee, we should include a faculty member outside the area hiring the new faculty member. This will give better insight to the committee and a better understanding of what other areas of the college are doing. Also, Dave would like to meet with the finalist after the Deans have interviewed the candidates and before the recommendation to the president for approval.	
Fall 2015 Class Schedule Update	Adding the course fee column overrode the course cap column. Full data set will be sent out.	Dave will resend the schedule out again to ADs.
Faculty Council Items	The BCIS division will present a resolution regarding the system interference with curriculum committees to Faculty Council. on November 7. The resolution, if approved, would be from the BCTC faculty	
Attendance tied to course grades	Continued discussion on whether a course grade can be tied attendance for a course. Dave stated that grades should be tied to student outcomes. The attendance policy should be spelled out in the syllabus. We should develop a Best Practices regarding attendance affecting grades.	The rules need to be reviewed before more discussion or decisions are made.
Ongoing Items	<p>SDEM workgroup - SEE Portal was presented.</p> <ul style="list-style-type: none"> -International student affairs are under admissions now. - repeat options are an automatic procedure now. 	
ALT calendar	<p>Friday Coordinator Training - Coordinator Meeting (Nov 7) (Vicki and Marty)</p> <p>Topics – Sarah Galvin – International Students</p> <p>Vicki Partin – Fall 2015 Schedule of classes</p> <p>Mary Forbes – Program Health Review requirements with Technical Faculty</p> <p>Vicki Wilson – General Education Assessment Update</p>	

Space Allocation	Possible space for the FYE Title III Center on Cooper MB 110 or OB 310. Palisa is proposing OB 310 as the FYE Center.	Dave will discuss with Rob Knight for his input.
Guest: Gil Wheeler P&T committee	<ul style="list-style-type: none"> • We need to make sure there is consistency between the faculty member going up for promotion or tenure and the AD and the Dean. • The 5 P&T workshops have had good attendance. • PRNs will be scanned uploaded into SharePoint • BCTC will have its own link to SharePoint and will share with systems office • Directions will be coming out soon to the candidates on how to upload to SharePoint • Systems Committee on P & T asked that candidates scan documents correctly... Certificates should be scanned in landscape format for easier view • ADs should be specific when addressing areas of their PPEs and writing the recommendation letters. 	Gil will share PowerPoint on P & T with ALT.
Essential Agenda Additions	Rebecca-will send New High School graduation standards. Students will be able to graduate as early as the 10 th grade. Debbie Holt has volunteered to host the “4th Annual Thank-God-the-semester-is-over Gathering and White Elephant Gift Exchange.”	
Next meeting	ALT —Tuesday, November 11 th , 2:00-4:00, Newtown Campus Conference Room 123 , Facilitator (Tammy) & Recorder (Jackie)	