

Academics Leadership Team Meeting Minutes

Date: December 2, 2014
 Time: 2:00 PM – 3:45 PM

Facilitator: Kevin Dunn
 Recorder: Vicki Kegley Wilson

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

Agenda/Issue	Discussion	Action
Minutes	The minutes from 11/18/14 were approved. Moved & approved.	
Good News	<ul style="list-style-type: none"> • Rebecca reported on a new grant with UK College of Agriculture • Debbie Holt said Cindy Tucker went to the D.C. Carnegie Award Center as the Kentucky Teacher of the Year. • DeAnna Pelfrey organized BCTC night for the KET Telethon this evening. 	
Follow Up from ALT Minutes	<ul style="list-style-type: none"> • Follow-up on Lexington Facilities Discussion (Dave/Tammy); The new Newtown building will be a science building. It should have 7-8 labs. There may be no general classrooms. The new building is scheduled to be ready by Spring 2018. When the new building is complete, Dave looks at scheduling priorities as: first schedule the programs located on Newtown; second schedule support classes for those programs; third schedule classes most needed by those taking science classes. With this shift, Newtown is likely not going to be the gateway campus for new undecided students. VP of Facilities at UK met with Dr. Julian to see if vacant Lex Mark Buildings could be used instead of our Cooper Campus buildings. They are not suitable. There are no plans to abandon Cooper at this point. • Transcripts (Dave); Files will be back at Leestown next week. Karen Dearborn will help organize. • Title III Grant (Greg/Dave); Greg presented a description of the Faculty Lead Positions covered by the grant. The positions would have one reassigned time or one class overload for Spring 2015. There are seven positions that come from only three divisions. The ADs of those divisions will work to identify faculty to take these positions. The seven lead faculty positions are for the classes that follow: 1. FYE course (<u>linked</u> with Developmental writing, reading and pre-algebra) 	Angie, Jackie, Tammy identify faculty.

	<ol style="list-style-type: none"> 2. Developmental Writing (linked with FYE) 3. Developmental Reading (linked with FYE) 4. Pre-algebra (linked with FYE) 5. <u>Accelerated</u> intermediate math and college algebra 6. <u>Collaborative/technology-rich</u> biology 7. <u>Collaborative/technology-rich</u> chemistry <ul style="list-style-type: none"> • General Education Assessment (Angie/Dave); Dave will call the first meeting of the committee next week. Each division will have a representative on the committee. The committee will choose a chair from among them next week. The chair will be given one course reassignment for Spring 2015. The division reps are as follows: Natural Science: Shirley Whitescarver Nursing: Lise Roemmele Humanities: Lori Houghton Advanced Manufacturing and Trades: Allan Robertson CHLSS: Josh Hoekstra Math & Stats: Landrea Miriti Allied Health: Robyn Potter Business, Computers, Info Systems: Rasoul Tagizadeh Adult Education: Tanya Johnson • Attendance/Class Grades (Angie); Marty, Jake Gibbs and Angie met and will have a draft of best practices ready in January. • Professional Membership Fees (Debbie); Dave will compile a list of the information provided by ADs regarding the membership fees required by their faculty. Further consideration will take place after that. 	<p>Dave will call the first meeting.</p> <p>Dave will compile a list.</p>
November Division Meeting (Dave)	<ul style="list-style-type: none"> • Concern that KCTCS wants all on-line classes looking similar • Concern for diminishing number of leadership roles with the merger of Natural Science and Allied Health • Concern over the low number of advising evaluations 	

	<ul style="list-style-type: none"> Request by Psychology faculty/CHLSS Division that Student Support Services review the web site for services offered through Personal Counseling; there is concern that we do not actually offer all the services mentioned and should not advertise that we do Several divisions had constructive feedback regarding the new Student Evaluation of Instruction instrument 	Dave will forward to Palisa.
February Division meeting	Dave suggested that divisions might change their February meeting date from the 20 th to the morning of the 27 th in order to facilitate faculty participation in the Changing Classroom Cultures Conference at Newtown on the 27 th .	
ALT/SDEM Workgroup	Did not meet.	
ALT Calendar	<p>Nov. 21 Classes open for Spring late registration (1/15-16) due to Dave by Noon [see below]</p> <p>Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review</p> <p>Dec. 4 ALT members submit Fall 2015 class schedules to Dave and Vicki P</p> <p>Dec. 5 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews</p> <p>Dec. 5 Faculty Council meeting 1:30-3:30, Leestown Campus</p> <p>Dec. 5 4th Annual Thank-God-the-semester-is-over Gathering and White Elephant Gift Exchange</p> <p>Dec. 7 End of class work</p> <p>Dec. 8-14 Final Examinations</p> <p>Dec. 9 Regional Campus Fall 2015 class schedule meta-analysis; division room swap [second hour of ALT]</p> <p>Dec. 12 Technical program coordinators submit Program Health Reviews to Assistant Deans/Deans</p> <p>12/20-1/4 College Closed</p> <p>Jan. 8 Cancellation of Classes</p> <p>Jan. 8 Faculty Council meeting 1:00-3:00, Cooper Campus</p> <p>Jan. 9 Letters of evaluation for Full Professor due in President's Office</p> <p>Jan. 12 President's Office notifies Assistant Deans about letters of evaluation for Full Professors not yet received</p> <p>Jan. 12 Letters of evaluation for Associate Professor due in President's Office</p>	ADs review Spring 2015 schedule with Deans before the semester ends to see that we have capacity in our available classes

	<p>Jan. 12 Class work begins</p> <p>Jan. 13 Dave sends 1st proof of the Summer 2015 class schedule to ALT</p>	
LET/Academic Council Updates	No Additions	
Essential Agenda Additions	<ul style="list-style-type: none"> • Ben: Will email faculty with information regarding proctored exams for on-line classes and support for captioning videos that faculty create for their classes. • Angie: Would like a review of adjunct pay and a consideration for providing an increase. An earlier review provided information on how this would impact our budget. • Tammy: Voiced concern for how the Scholarship committee awards scholarships; it appears that a provided rubric is not always followed and that all applications are not complete. • Vicki: Requested that ADs come prepared to share available rooms for Fall 2015 classes at Newtown (and other campuses as needed) at next week's ALT meeting. • Rebecca: Shared that CPE asked for a Dual Credit Policy state wide that would go into effect Fall 2016 (Dr. Julian is working with this.). 	<p>Dave will provide recommendations that were made during the last review</p> <p>Dave will contact Christina Neace and Laurel Martin to review the process</p>
Next meeting	ALT —Tuesday, Dec 9 , 2:00-4:00, Newtown Campus Conference Room 123 Facilitator (Ben) & Recorder (Rebecca)	