

Academics Leadership Team Meeting Minutes

Date: January 6, 2016 Time: 1:00 p.m.-4:00 p.m.	Facilitator: Dr. Greg Feeney Recorder: Luv Robertson
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Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Ben Worth, Angie King, Melanie Williamson, Susan Hayes, Shirley Whitescarver, Karen Mayo

Guests: Public Information and Marketing (PIM) Department

Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 12/01/15	Greg opened the floor for approval of minutes from 12/01/15. <ul style="list-style-type: none"> • Minutes were approved. 	
Welcome	Greg opened the floor for discussion. <ul style="list-style-type: none"> • Three very strong individuals have stepped up to Interim roles in AWD. The VP of Academics welcomed the new individuals and thanked them for their willingness and leadership to serve in these roles. We are looking forward to a great year. 	
PIM Update	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> • Before the institutional break, PIM and AWD met to discuss the impact AWD has on PIM and the best way we can work together to support PIM and our academic programs. <p>Weather Policy</p> <ul style="list-style-type: none"> • Message will appear on all TV stations, on website, FB, twitter, and through SNAP alerts. Wording has been revised to be clearer regarding delayed openings and campus closings. <p>Program Flyers</p> <ul style="list-style-type: none"> • PIM has been working with several programs to get new flyers created. The flyers highlight specific recruiting language, types of classes, specifics of programs, and jobs in that industry. • There are currently 8-10 programs that have been updated on the webpage and have new flyers. New documents will remain with PIM that can be updated and revised as needed. • If there are programs that need new flyers, please have your coordinators contact PIM to complete the flyers. The new program request form will be sent to ALT. <p>PIM Workgroup</p> <ul style="list-style-type: none"> • PIM decided to continue with their workgroup this year. Angie, Debbie, Melanie, and Tammy will continue to serve on the workgroup. <p>Program Changes</p> <ul style="list-style-type: none"> • Please submit all changes to PIM as soon as possible so updates can be made on the website. This will ensure that all programs are publicized, accurate information is being shared and new program pages are completed. • New programs can be shared on media feeds and in KCTCS newsletters. <p>12-week Session</p> <ul style="list-style-type: none"> • Students can apply for 12 week sessions now. Currently, 12-week sessions are open to UK and other 4-year colleges in our service areas. • PIM opened the floor for other media outlets to share this information in our target market. ALT suggested that Kentucky Colonel could be used as an avenue. PIM shared with ALT that they have 	<p>Program Flyers</p> <p>If there are programs that need new flyers, please have your coordinators contact PIM to complete the flyers. The new program request form will be sent to ALT.</p>

	<p>used the Colonel in the past and plan to continue to use them in addition to Kentucky.com and radio ads to target a lot of different audiences. The goal is to make sure that we are really diversifying our target markets.</p> <p>Targeted advertising for selected programs</p> <ul style="list-style-type: none"> • There are several programs in need of additional recruitment to make sure we are fully appealing to their specific target market. • PIM suggested that we find a way to track results to make sure we are making a return on this investment and hat it would be great to get campaigns started in the spring semester to pull those students in for fall. • It is important for our college to see if there are additional programs that may need additional assistance with marketing. 	<p>Targeted advertising for selected programs</p> <p>ALT was advised to speak with their Coordinators about advertising programs to promote program awareness and increase enrollment.</p>
Good News	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> • Two faculty members: Melanie Williamson and Cindy Tucker have been invited to sit on a Google panel to discuss “Women in Computing” in California on Friday, January 15. • The testing center is up and running. There is a sign-in module to track how many students are utilizing the center. The center is looking into ways that they can do more regional campus support. Everyone was invited to stop by the center during their free time to learn more about the services offered in the center. 	
Follow-up from ALT Minutes	<p>Greg opened the floor for discussion.</p> <p>KCTCS Leading Educator Academy/Master Training-May 10-13, 2016</p> <ul style="list-style-type: none"> • The goal this year is to really focus on vamping up our professional development opportunities to lead new PD opportunities at our college. It is significant that we utilize PD and make sure that those individuals that we send to these PD trainings are bringing back to the college what they learned to share with everyone. • Becky Shelton was identified as the Faculty member selected to attend the KCTCS Master Training in May. 	
Essential Agenda Additions	<p>Greg opened the floor for discussion.</p> <p>IDEA State University Initiative</p> <ul style="list-style-type: none"> • This is a statewide competition funded by the state to promote entrepreneurship. In the past the focus has been on 4-year universities, but here lately, the state is pushing for more community and technical college involvement. AD of BCIS will send out an email highlighting the goals, competition requirements and deadlines to submit entries. This is a great opportunity for our faculty and students at the college. <p>Rooms for Danville</p> <ul style="list-style-type: none"> • The AD of Nursing spoke with the Danville Coordinator regarding RM 120. It was decided that all HUM courses will meet Tuesdays and Thursdays from 8-10:45 and 5:30-8:15 in this RM 120. • ALT discussed the room grid for fall 2016 to identify additional holes in the schedule to see where courses could be added for the fall 2016. • ALT decided that RDG courses will be added in RM 213 on Tuesdays and Thursdays at 9:30 a.m. 	

	<p>Newtown Campus Cubicle Space</p> <ul style="list-style-type: none"> Any adjunct or full-time faculty who need cubicle space at Newtown please email Interim Academics Dean, Karen Mayo, the days and times for Spring 2016. <p>Collaboration on Cancelled Classes across KCTCS campuses.</p> <ul style="list-style-type: none"> There has been a suggestion from other KCTCS colleges to move students who have been placed out of cancelled classes into online courses that are open at other KCTCS campuses. The goal of this collaboration is to keep our students at KCTCS colleges with hopes of retaining more of them. <p>Agenda items</p> <ul style="list-style-type: none"> Due by noon on Monday to the Senior Administrative Assistant of AWD. Agenda will be sent out to ALT by end of business on Mondays. Any agenda items that are not submitted on time will be added as an “essential agenda addition” at the meeting. <p>Survey about Curriculum</p> <ul style="list-style-type: none"> AD’s were advised to complete the survey. The college is pushing for a high response rate from BCTC. <p>Class Cancellations for Spring 2016</p> <ul style="list-style-type: none"> Vicki will send out recommendations and classes on the watch list. Anything on the cancellation list will be cancelled 10 a.m. on Friday, January 8th. <p>ALT Listserv</p> <ul style="list-style-type: none"> The list has been updated. Steve White has been added to the list and will attend some meetings. 	<p>Survey about Curriculum</p> <p>AD’s will forward survey to faculty and remind Faculty to complete the survey at their division meetings.</p> <p>The information will be shared at the Faculty council meeting to encourage and remind Faculty to complete the survey.</p>
Ending/Beginning of Semester Postmortem	<p>Greg opened the floor for discussion.</p> <p>Escrowed Classes</p> <p>The faster track for escrowed classes has been very beneficial to coordinators and AD’s but there are some issues that need to be worked out. ALT discussed several issues.</p> <p>Faculty Coverage for Advising</p> <ul style="list-style-type: none"> Faculty coverage issues during Winter break presented some issues with advising, SAP appeals, and other student issues and concerns. Communication will be created and shared with ALT regarding when faculty can take vacation. A member shared with ALT that the only time Faculty should not be on campus are during Spring Break, Good Friday and the Monday after grades are due. Any other times require approved vacation leave. ALT decided to make the vacation form available to Faculty in March. It will serve as a vacation planning document and will require approval by the AD and VP of AWD. <p>Advising</p> <ul style="list-style-type: none"> Several issues arose over the break with students waiting until the last minute to handle SAP appeals, grade changes and advising issues. The VP of AWD advised the Dean of Academic Support to speak with Advising and Assessment about what plan has been used in the past to handle student advising when Faculty are not available. A member of ALT asked if this issue had been shared with the Student Advising Committee and to make sure Faculty Representatives are voicing their opinions on the committee. ALT decided to invite Advising to the ALT meeting on January 19th to further discuss this issue. 	<p>Escrowed Classes</p> <p>Vicki will present a calendar to ALT that will assist AD’s and Coordinators with the process for carrying out opening and pulling escrowed classes before they are opened.</p> <p>Faculty Coverage for Advising</p> <p>ALT decided to make the vacation form available to Faculty in March. It will serve as a vacation planning document and will require approval by the AD and VP of AWD.</p> <p>Advising</p> <p>ALT decided to invite Advising to the ALT meeting on January 19th to further discuss this issue.</p>

	<p>Hour of Code</p> <ul style="list-style-type: none"> There was a great turn out. Received very positive feedback. A lot of people assisted with the event. We look forward to hosting the event again this year in the fall. 	
ALT Meetings – 2016 Edition	<p>Greg opened the floor for discussion.</p> <p>Surveys</p> <ul style="list-style-type: none"> The feedback received from surveys sent to ALT were pretty consistent. The key areas of focus were: Being more proactive in this role, creating an environment in ALT where we are better at communicating with Faculty, including Faculty perspectives in ALT meetings, recognizing the opportunity to influence and looking at morale (i.e., challenges, improvement). As a team, The VP of AWD assured ALT that we will work hard to exemplify these issues and make sure that we are contributing to the process in our leadership roles. ALT was reminded that we have to be mindful that as key leaders in the institution, we too are contributing to the negative morale of both Faculty and Staff. We have to recognize our opportunity to influence change and improve morale. As a team, we have to decide where we want to go and how we are going to get there. To support this, PD will play a major role in relation to the Faculty and Staff development in our areas. ALT was advised to take ownership and establish clear expectations for Faculty and clarify those expectations. <p>2016 ALT Goal</p> <ul style="list-style-type: none"> This year, the goal of ALT is to identify their decision-making power at BCTC. The key is to be influential. The VP of AWD shared with ALT that they are a group that is very influential in the direction that this college is going and play in key role in how decisions will impact our students, faculty and staff. The VP of AWD emphasized that as an institution, we should want to position ourselves to serve as a model for the system. To be effective, it was suggested that we look into how we can collect data that will support every initiative we do at the college level. 	
Professional Development	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> The VP of AWD discussed PD needs for 2016. These needs will be addressed in Tuesday and Thursday meetings, division meetings, and training sessions. ALT reviewed and discussed the list. ALT decided that the list will be prioritized based on divisional needs. Additional items were added and a table will be created and shared with the group for further recommendation. 	
Contract Due Date: January 15, paid February 12	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> The VP of Academics is working with HR to finalize pay dates for fall. More information will be provided as progress and a decision is made. 	The VP of AWD will follow-up with HR and provide feedback to ALT periodically.
Printing	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> Several of the printers will be relocated and moved. The first move approved is the copier from the Moloney copy room. This printer will be relocated to the Cooper Campus Tutoring Center. 	

	<ul style="list-style-type: none"> The sign above the copy room in the Moloney. Building will be revised to share new location information with Faculty. Printers will be relocated after the first week of classes. Please share at your division meetings. 	
Office Hours	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> AD's were reminded to make sure office hours are properly displayed on syllabi. A member verified that even Faculty who are fully online are still required to have five office hours per week for students. 	
Gainful Employment & BCTC Diplomas and Certificates	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> Certificates and diplomas offered at the institution are displayed on the website. ALT reviewed the current list to identify suspended programs, discontinued programs, and merged programs. A document will be sent from our VP of AWD to Systems Office verifying which programs are not offered and will not be offered in the future. ALT decided that those programs that are not offered should be removed from the KCTCS catalog. There are a number of courses that do not have sequencing because of the timeframe to completion. The AD of Distance Learning will review the list and identify these courses. The list will be discussed with the VP of AWD. A decision will be made and shared with ALT. 	<p>The AD of Distance Learning will update Gainful Employment worksheet and forward to the VP of AWD for submittal to Systems Office.</p> <p>The AD of Distance Learning will identify those courses that do not have sequencing and create a list. The list will be discussed with the VP of AWD.</p>
Starfish	<p>Greg opened the floor for discussion. Use notes to highlight points.</p> <p>The Starfish workgroup met last semester and suggested several issues to be discussed with ALT.</p> <p>Starfish surveys</p> <ul style="list-style-type: none"> Reporting Announcements: The workgroup requested to have an important Starfish email come from VP of AWD without reply functionality. ALT agreed. The AD of Distance Learning will draft email and share with the VP of AWD for approval. <p>Office Hours in Starfish</p> <ul style="list-style-type: none"> It was recommended that all Faculty have their office and advising hours listed in Starfish: starting the first week of classes and ending the last week of classes. ALT agreed to share this information with their coordinators and Faculty to make sure the information was displayed. <p>Faculty Responsibilities</p> <ul style="list-style-type: none"> It was recommended that Faculty are aware of the meaning of the flags and when it is appropriate to flag students. The AD of Distance Learning shared with ALT flag meanings and when they should be raised. Flags should be raised during scheduled surveys and notes added appropriately. Lower flag is problem is resolved. <p>Recommended Survey Dates</p> <ul style="list-style-type: none"> Starfish survey dates were discussed. <ul style="list-style-type: none"> Survey 1: 2/8-9 include 16 week classes only and Spring I 	<p>Starfish surveys</p> <p>The AD of Distance Learning will draft email and share with the VP of AWD for approval.</p> <p>Office Hours in Starfish</p> <p>ALT agreed to share this information with their coordinators and Faculty to make sure the information was displayed.</p>

	<ul style="list-style-type: none"> ○ Survey 2: 2/29-3/1 ○ Survey 3: 4/4-5 <p>Calendar View Feedback</p> <ul style="list-style-type: none"> ● The Calendar view allows AD's to view your instructors advising times. A member shared with ALT that the process is very time consuming for Faculty to continuously update advising hours thorough out the semester. A new approach should be made to make the process easier for Faculty. ● ALT suggested a training session for all Faculty advisors to make the process easier and more streamlined. The goal is to make sure that the process is benefiting both our students and is not cumbersome for Faculty. ● AD's were advised to remind their Faculty and if training is required to reach out to the AD of Distance Learning. ● ALT decided to identify one person in each division that will serve as the lead. They will be trained and will dedicate the time to train other faculty members on the process. ● A member suggested that we need to really communicate with Faculty the importance of the flags and why it is so important to make sure we are using this feature in Starfish. ● A member added that in order to be effective, we have to work on the culture and philosophy of the purpose of Starfish and make sure everyone is consistent with the process. ● AD's will discuss the division reps in their division meetings on the 22. 	<p>Calendar View Feedback</p> <p>The AD of Distance Learning will create a training session for Faculty to attend. Dates and times will be announced at a later date.</p> <p>ALT was advised to bring individual's names to the ALT meeting on January 26th. A list will be compiled, reviewed and approved by the VP of AWD.</p>
Pending and Undecided Students	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> ● Beginning fall 2016, anyone who applies for Financial Aid if they are not in a program, their financial aid will not be packaged. The admissions office has worked with KCTCS and they have agreed to change the application to accommodate the financial aid change. All pre-major programs will be removed from the enrollment application and identified as AA, AS, AAS, or AFA. Every student must be enrolled in an academic program in order to receive financial aid. ● A member added that this approach will allow us to better assign students to academic advisors. ● Systems Office is currently updating the application. The application will be effective for fall 2016. ● More information will be provided as the process unfolds. 	
Academic Leadership Team	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> ● The program consists of two all day meetings at various colleges and universities. The program brings in guest speakers and really focuses on the leadership and management issues in higher education. The program consists of a series of reading assignments and a group project from each institution participating. ● The groups are made up of faculty from the same institutions. ● Registration is \$300 dollars. The college will cover the registration costs. 	<p>ALT compiled a list of names to be submitted to the college president for approval. The VP of Academics will submit the list to the college president.</p>
Changing Classroom Cultures	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> ● The VP of AWD reminded AD's to encourage faculty to register, submit a proposal and submit nominations for awards. ● Proposals are due this Friday at midnight to the PD Manager, Miranda Hines. 	

Hold the date – Technology Summit – hosted by BCTC	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> AD’s were advised to review the email received from Miranda Hines and share this opportunity with Faculty. The VP of AWD reminded everyone of the importance of PD opportunities and to make sure that as many people as possible are utilizing these opportunities. 	
Ongoing Item(s) Update	<p>Greg opened the floor for discussion.</p> <p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> No updates. <p>Other Workgroups</p> <p>BRAC</p> <ul style="list-style-type: none"> No current updates. Committee last met on December 4th to categorize list. The final report is due this spring. The VP of Academics reminded ALT to make sure that all workgroups are meeting regularly. The purpose of these workgroups is to identify issues in our college, communicate better and find ways to work together to improve our processes and services. <p>New Workgroup Created: ALT Adjunct Workgroup</p> <ul style="list-style-type: none"> ALT discussed the creation of a new workgroup to support adjunct faculty. ALT approved the workgroup and assigned members to serve on the group. Tammy, Rebecca and Jackie will serve on the committee. Jackie will serve as the chair. ALT was advised to email Jackie if they have any adjunct faculty members who would be good on the ALT Adjunct Workgroup. <p>Academics Leadership Team Calendar</p> <ul style="list-style-type: none"> ALT discussed upcoming dates and any issues regarding timelines to complete required tasks. 	<p>New Workgroup Created: ALT Adjunct Workgroup Email Jackie if you have an adjunct faculty member who would be good on the ALT Adjunct Workgroup.</p>
LET/Academic Council Updates	<p>Greg opened the floor for discussion.</p> <ul style="list-style-type: none"> Budget, position freezes and reorganization in areas were heavily addressed. More information about the specific areas will be shared with the group as they are discussed and decisions are made in LET. 	
Upcoming Deadlines	<p>January</p> <p>Jan. 7 Cancellation of Classes – look for email from Vicki P.</p> <p>Jan. 8 Faculty Council meeting 1:00-3:00, Newtown Campus</p> <p>Jan. 8 Letters of evaluation for Full Professor due to Beverly Drake</p> <p>Jan. 11 Class work begins</p> <p>Jan. 11-13 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Jan. 11 Beverly Drake notifies Assistant Deans about letters of evaluation for Full Professors not yet received</p> <p>Jan. 11 Letters of evaluation for Associate Professor due to Beverly Drake</p> <p>Jan. 11 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office</p> <p>Jan. 12 Vicki Partin sends 1st proof of the Summer 2016 class schedule to ALT</p>	

	Jan. 13	Beverly Drake notifies Assistant Deans about letters of evaluation for Associate Professors not yet received	
	Jan. 14-15	Registration continues only for faculty-approved classes	
	Jan. 15	Deans submit Program Health Reviews to Vice President	
	Jan. 15	New Assistant Deans announced by President Julian	
	Jan. 15	PRNs for Full Professor due to Beverly Drake	
	Jan. 15	Letters of evaluation for Assistant Professors due to Beverly Drake	
	Jan. 18	Academic Holiday (Martin Luther King Jr. Day)	
	Jan. 19	ALT members return 1st proof of the Summer 2016 class schedule to Vicki Partin	
	Jan. 19	Beverly Drake notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received	
	Jan. 22	Division meetings	
	Jan. 22	PRNs for Associate Professor due to Beverly Drake	
	Jan. 26	Vicki Partin sends 1st proof of the Fall 2016 class schedule to ALT	
	Jan. 26	Initiate update of 2016-17 college catalog	
	Jan. 29	PRNs for Assistant Professor due to Beverly Drake	
	Jan. 29	Final Spring PeopleSoft course updates complete	
Adjournment	Meeting adjourned at 3:40 p.m.		
Next Meeting	Tuesday, January 19, 2:00-4:00, Newtown Campus Conference Room 123		