Academics Leadership Team Meeting Minutes		
Date: January 19, 2016 Time: 2:00 p.m.-4:00 p.m.	Facilitator: Dr. Rebecca Simms Recorder: Luv Robertson	
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, Pam Hatcher, Steve White Guests: Advising & Assessment (Pam Bates and Yasemin Congleton)		
Agenda/Issue	**Discussion**	**Action**
Approval of ALT Minutes from 01/06/16	Rebecca opened the floor for approval of minutes from 1/6/16. • Minutes were approved.	

Advising & Assessment Update	Rebecca opened the floor for discussion.
	 Late Registration
	 • ALT discussed the late registration matrix.
	 • During late registration, advising signed in 866 students with 484 already being enrolled in fall 2015.
	 • This number does not include CIT and CSIS advisees.
	 Online Advising
	 • 93 online requests were responded to during late registration week.
	 • There were several faculty advisors who worked a full day to assist with advising during late registration, making the process more streamlined and more manageable for those assisting during later registration.
	 Student advising committee
	 • The committee has been very productive this year and have had a lot of good discussions around many of the issues facing late registration and advising. The committee is working to identify these issues and find solutions.
	 Academic Advising Role of Committee
	 • To evaluate the academic advising process at BCTC.
	 • Division representatives have been very helpful to the committee. Committee members will have a lot of issues to discuss with divisions at their meetings this Friday.
	 • Advising Committee is currently focusing on four items:
	     o Current advising model;
	     o Priority advising;
	     o Registration process; and
	     o Who advises?
	 • Committee members will be looking for your feedback at division meetings to assist with streamlining these processes.
	 Surveys: Graduation and Advising Surveys
	 • Will be assessed by the committee to find out what we need to do. Several recommendations have been made:
	     o Priority registration and the team advising model (what it will look like for your unit); and
		ALT was advised to clarify Yasemin's role during late registration and their responsibilities as advisors. ALT will discuss at their division meetings.
		
		 If there are any additional concerns or issues divisions would like to address, please share these with your division reps.
		
		 Recommendations for review
		 Late registration once courses start. Advising would really appreciate your feedback at division meetings.
		
		 Pam will send the list of recommendations and advising updates to ALT to review and share at their meetings.

	o What can we do as a college (solutions, recommendations and challenges) to make the process consistent across the board for students, faculty and staff? • Our efforts during this process is to make sure that we are adhering to the performance-based funding measurements for the college and state. • The advising meeting will be moved to Thursday, February 25th.	
Perkins Update	Rebecca opened the floor for discussion. • Information has been forwarded to ALT to review.	Perkins update has been tabled until further notice.
Good News	Rebecca opened the floor for discussion. • The new Lieutenant Governor will be touring the new Georgetown campus on Wednesday, January 20th. • LaVetta Reliford has been welcomed as the new Radiography Instructor.	
Follow-up from ALT Minutes	Rebecca opened the floor for discussion. **Curriculum Survey** • Sent from Systems Office. Please review email and add this to your list to discuss at your division meetings on Friday. **Starfish surveys & Office Hours in Starfish** • Will be discussed at division meetings on Friday. • Identify a lead who will be open to learning the program to explore how well this will work. Coordinators should plan on implementing this process for fall. **Calendar View Feedback Training** • The AD of Distance Learning plans to meet with advising and assessment to discuss advising training. PD opportunities for faculty and staff will be discussed as well.	**Calendar View Feedback Training** An update will be provided to ALT once training sessions and dates have been scheduled.
Essential Agenda Additions	Rebecca opened the floor for discussion. **Cubicle Space at Cooper** • OB305A which is cubicle space at Cooper will be converted into a classroom for Nursing so they can have a two-bed simulation area. **MAT111 in the Summer** • Request: Summer Schedule offering MAT11 in the evening to keep current student and summer students actively enrolled. Jackie will discuss with VP of AWD. **Popular Online Sections Not Meeting Cap in the Summer** • Online sections of COM252 HIS108 online popular classes that will fill up pretty quickly. In the summer, there are many courses that are not meeting cap but the instructor is still getting paid to teach the course if enrollment reached 9. A member wanted to verify cap enrollment and the consistency across Academics. The VP of AWD clarified that the process is identified online. There are all kinds of variables used in determining whether or not to keep a course that does not meet cap enrollment. A discussion between the Dean and the AD to determine if the course is one required for degree requirements. The process will stay the same to keep some consistency with the process and make sure that courses are made available for those students who need those courses.	

Academic Webpage Updates	Rebecca opened the floor for discussion. • Please review division webpage information and faculty in areas. Make any additions, revisions and updates as required. • Please make sure this information is accurate.	
External Accreditation	Rebecca opened the floor for discussion. • An external accreditation spreadsheet will be sent out for review by the AD's. • Any external accreditor must be added to the list. • Make sure all external accreditors for your area and their information is correct. • This will be an internal document used in AWD to ensure compliance and make sure we are meeting accrediting guidelines for our programs	
Who's Who Nominations	Rebecca opened the floor for discussion. • Please respond to email from Linda Faul and share with your coordinators. • Deadline to submit nominees is January 29th.	
Changing Classroom Cultures Conference	Rebecca opened the floor for discussion. • This is a really great conference for the college and a great PD opportunity. • Please make sure people in your area who are interested in attending have registered.	AD's were advised to encourage registration for the CCCC February 19-20.
Spring ALT PD Schedule	Rebecca opened the floor for discussion. • The schedule has been reviewed by the Deans and submitted to ALT for review. • Based on the PD list, items have been prioritized based on what is essential for spring 2016. • It is very important that everyone provides feedback at the meeting. • The list will be shared as updates are made.	ALT was advised to review the draft document and make any recommendations. Please do not schedule any meetings or events during the ALT Advising Discussion Meeting on January 21st from 2 p.m.-4 p.m. If there are additional items that you would like to cover, please email those to the VP of AWD.
Division Meetings During Changing Classroom Cultures Conference	Rebecca opened the floor for discussion. • ALT was informed that Miranda has already reserved rooms for division meetings at the CCCC.	VP of AWD will follow-up and verify.
Distance Learning Updates	Rebecca opened the floor for discussion. • KCTCS workgroup will meet Thursday, 1/21/16. • At this meeting we plan to review deficiencies in the plan moving forward.	ALT was advised to make sure that each representative has

	• More information will be shared with ALT after the January meeting. • The Distance Learning Advisory Meeting met Friday, January 15th. Every division has assigned a representative. **Self-evaluation instrument for online instructors a checklist for best practices** • Planning to do a pilot. Information will be shared with ALT at a later. • This is a really good starting point to evaluate components that affect online learning and faculty driven-initiatives. This will also assist us with piloting peer reviews at the college to evaluate faculty teaching styles and best practices. **Gainful Employment** • Everything is up to date on our website. • Polysomnography and GIS are still active on our webpages. We have to keep the gainful employment information active for these programs even though we are no longer offering these courses at the college. This is to meet financial aid requirements. **Faculty teaching online** • The AD of Distance Learning is reviewing the guidelines to make sure that our faculty are qualified to teach online courses and have received the required training. More information will be shared with ALT as the process unfolds.	something to share at the division meetings.

Division Meeting Topics	Rebecca opened the floor for discussion. Use notes to highlight points.
	• Advisor Rep from SAC committee update
	• Curriculum Survey
	• Starfish Lead Person
	• CCCC Registration
	• Distance Learning Initiatives
	• Who's Who
	• Introduce New Employee Roles
	• Peer Evaluations:
	   o Will launch by Monday, Feb 1 and will be open for two weeks.
	   o Results should be back by Spring Break.
	• New Horizons Nominations
	• SKYPE Access for System Wide Meetings	

Ongoing Item(s) Update	Rebecca opened the floor for discussion. **ALT/SDEM Workgroup** • No updates. **ALT/Adjunct Workgroup** • No updates. • Group is still in the planning and committee development phase.	**ALT/Adjunct Workgroup** Please email adjunct faculty interested in serving on the committee to Jackie by Thursday, January 21st.

	Other Workgroups	
	BRAC	
	• Met last Friday, January 15th. Dr. Julian gave her perspective of the budget for the college and how the committees' recommendations fit with the college's strategic and budget plan.	
	• Budget planning will begin by mid-February for the college.	
	o Budget is due to Systems Office by May 6.	
	o The preliminary budget will be presented to the BOD the first of March.	
	• The committee will be submitting a report to the president by mid–February and will use this as the college begins the next budget planning phase for FY17.	
	• It was recommended from Systems Office that we show a balanced budget not using non-recurring money.	
	• BRAC will meet again in January and in early February to finalize reports on how to cut costs and increase revenues.	
	ALT PIM	
	• Met January 19th and reviewed the program information that PIM group has been working on.	
	• Group would like more information from academic programs so they can create more program flyers. PIM will cover the cost of the program flyers.	
	PIM Social media campaign	
	• Programs to be highlighted: Practical Nursing, Pharm Tech, Real Estate, Environmental Science Technology, Medical Assisting and MIT. There is room for one or two more.	
	• This requires including the coordinators information on the social media site to provide the students with a direct contact. The committee is planning to have this completed by March.	
	• ALT suggested to add Architecture as a highlighted program.	
	Academics Leadership Team Calendar–see below	
	• Please pay close attention to the February 2nd deadlines.	
	• Take a look at the 2016-17 reassignment update and application process and bring any feedback back to ALT for further discussion or review.	
LET/Academic Council Updates	Rebecca opened the floor for discussion.	**SKYPE Issues** The VP of AWD will share SKYPE issues with Dr. Julian to discuss at PLT.
	New budget process for 16-17	
	• Recurring (positions) and NR (equipment) requests will be handled through ITES.	
	• ALT was advised to bring forth any items to discuss the requests before submitting for approval. If approved, the items will be forwarded to LET for approval of funds.	
	• The process is very user-friendly and we should all look forward to the process.	
	PPE Ratings Review	
	• Email your M, ME and EE ratings you have done to your dean for further discussion at the Deans meeting. Please send in a word document.	
	CEO update	
	• Digital literacy: KCTCS cabinet and PLS have endorsed the new digital literacy. Policy will be sent to the senate council for the next vote. Policy will be forwarded to the CRC implementation committee for final approval.	

	College readiness-research is underway • CPE supports a co-requisite model. KCTCS is taking a similar stance. The purpose is to align resources and competencies in Ed Ready. 4 institutions are currently piloting this program. **PD on Competency-Based Education** • PD on competency based education will be offered through the Systems Office. This model depends on the future funding of the college. **Travel** • Travel has been suspended for spring 2016. All meetings requiring individuals to travel will be handled via SKYPE. • Any division reps that are involved in system level committee work must have access to SKPYE to participate in these meetings. **SKYPE Issues** • There have been several complaints and issues with the SKYPE meetings hosted at Systems Office concerning access to meetings and resources, connectivity and user issues. • A member suggested that in order for SKYPE meetings to be effective, Systems Office needs to make sure everyone has access, individuals are trained on how to navigate the system and resources are made available to those participating prior to the SKYPE meeting. • The VP of AWD will share this information with Dr. Julian to discuss at PLT.	
Upcoming Deadlines	**January** 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 **February** Feb. 2 Vicki Partin sends final proof of the Summer 2016 class schedule to ALT Feb. 2 ALT initiates 2016-17 reassignment update and application process Feb. 2 The Division Assistant Dean will solicit and receive input from program/area faculty for coordinator positions (Division Assistant Dean will provide a written summary to the appropriate Academic Dean summarizing the input received on recommendations for the coordinator position by February 15). Feb. 4 Cancellation of Spring II 12-Week Classes Feb. 5 ALT members return final proof of the Summer 2016 class schedule to Vicki Partin Feb. 5 ALT members return 1st proof of the Fall 2016 class schedule to Vicki Partin Feb. 5 Coordinator Meeting 10:00-Noon, Newtown Campus Feb. 5 Faculty Council meeting 1:30-3:30, Newtown Campus Feb. 6 Spring II 12-week classes begin Feb. 8-9 Registration for Spring II 12-week continues only for faculty-approved classes Feb. 9 Academics web content review Feb. 15 Academic Holiday (President's Day)	

	Feb. 16 — Vicki Partin sends final proof of the Fall 2016 class schedule to ALT Feb. 16 — Carnegie Professor of the Year and CPE Acorn Award Nominations Considered Feb. 16-28 — A final written recommendation for coordinator positions will be submitted by the appropriate Academic Dean to the Academic VP. Feb. 19 — ALT members return final proof of the Fall 2016 class schedule to Vicki Partin Feb. 19 — Division meetings Feb. 19 — All Spring syllabi are to be filed on the server Feb. 19 — Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion Feb. 19-20 — "Changing Classroom Cultures" Conference Feb. 26 — Registrar's Office posts PDFs of the Summer and Fall 2016 class schedules for priority registration	
Adjournment	Meeting adjourned at 3:30 p.m.	
Next Meeting(s)	Thursday, January 21, 2:00-4:00, Newtown Campus Conference Room 123 (Advising Discussion) Tuesday, January 26, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Tammy Liles	