

<b>Academics Leadership Team Meeting Minutes</b>		
Date: January 26, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Tammy Liles 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:		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Approval of ALT Minutes from 01/19/16	Tammy opened the floor for approval of minutes from 1/19/16. <ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>	
Good News	Tammy opened the floor for discussion. <ul style="list-style-type: none"> <li>The KCTCS Trains New Program has been approved for BCTC. The program is a partnership with UK to offer a Pharmacy Tech program. The program will be available beginning in the fall and will be the very first one used for new program development. The program will pay for one faculty, UK will fund additional faculty and KCTCS will provide \$40K for equipment and supplies (including any recurring fees/startup costs). Program location is still being considered based on space utilization and cost estimates across BCTC campus sites. There will be a clinical component to this program.</li> <li>AHNS was notified that the Battelle Foundation will award an additional \$10K to support AHNS programs. Part of money is for student scholarships.</li> </ul>	
Follow-up from ALT Minutes	Tammy opened the floor for discussion. <p><b>Advising recommendation: Late Registration once courses start (Feedback required from division meetings)</b></p> <ul style="list-style-type: none"> <li>AD's will discuss with their program coordinators at their division meetings and report back to ALT.</li> </ul> <p><b>Calendar View Training</b></p> <ul style="list-style-type: none"> <li>An email was sent to faculty on Thursday, January 21<sup>st</sup> with instructions on how to set up calendar view in Starfish.</li> <li>If you have any faculty members that need assistance, please have them contact the Assistant Dean of Distance Learning.</li> <li>Starfish training will be provided Feb. 5 for faculty interested in attending. The training will cover how to setup Starfish calendars. The Assistant Dean of Distance Learning reminded ALT that all faculty are required to have calendars for as part of their advising responsibilities.</li> <li>Advising and Assessment plan to share with ALT over the next couple of weeks the calendars they have created for advising sessions along with starfish availability for faculty to share with their students.</li> </ul> <p><b>CCCC Registration</b></p> <ul style="list-style-type: none"> <li>Please remind your faculty to register for the conference.</li> </ul>	<p><b>Calendar View Training</b></p> <p>The Dean of Academic Support will touch-base with Advising and Assessment to make sure the information that is shared with ALT is consistent with the guidelines they have established for utilizing calendar view in Starfish.</p> <p><b>CCCC Registration</b></p> <p>The VP of AWD will check with Miranda to see if a list of registrants is available for review.</p>

	<p><b>ALT Adjunct Workgroup</b></p> <ul style="list-style-type: none"> <li>Names for the committee have been received. One more needs to be confirmed. Once confirmed, an email will be sent to inform committee members of first meeting.</li> </ul> <p><b>SKYPE Issues</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reminded ALT to make sure that faculty in their areas are up and running so our college has a voice and a perspective at these meetings.</li> <li>If you are part of a committee and the meeting does not go well, please provide feedback so the system can work to improve communication.</li> <li>A member suggested that ALT should implement SKYPE meetings into any trainings or leadership meetings they have within their divisions and throughout the college to become familiar with the process.</li> <li>A member suggested that we can also use Collaborate through BB to facilitate meetings as well.</li> <li>BCIS shared with ALT that their division provides several PD opportunities and will invite ALT to attend in the future.</li> </ul>	
Essential Agenda Additions	<p>Tammy opened the floor for discussion.</p> <p><b>Display case at Cooper</b></p> <ul style="list-style-type: none"> <li>Interim Dean Liles will begin working on the display case at Cooper and is open for suggestions and ideas for the case. A member added that this will be a great area to showcase our faculty and accomplishments at Cooper. If you are interested in highlighting any programs or sharing information from your area in the display case, please forward to Interim Dean Liles.</li> </ul> <p><b>WCTE</b></p> <ul style="list-style-type: none"> <li>The Workforce Career and Technical Education Committee has been created. The charge of the committee is to promote marketing, highlight programs, promote economic development and find ways to increase what we do in area technology centers. February is National Career and Technical Education Month. The committee plans to bring a lot of recognition to this cause and is open to your suggestions and recommendations.</li> </ul>	
Fellows	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>Please send recommendations to the VP of AWD if there are any adjunct faculty in your area interested or who you feel would be a good fit for the program.</li> <li>The FELLOWS program helps us improve our minority ratio as far as the percentage of faculty we have represented in each area. The interview process is not required to appoint faculty, but the first year is a contract and can be renewable the second year.</li> <li>The faculty member is eligible for tenure track after the first year is complete. This allows us more flexibility with the hiring process and opportunities to increase our minority faculty representation on campus.</li> <li>The college is currently waiting on CPE data to see where we stand as a college.</li> <li>A member asked: Can faculty participating in the program just be moved into a tenured track? <ul style="list-style-type: none"> <li>The VP of AWD verified that if faculty are approved to be moved into a tenured track, this must be approved by LET.</li> </ul> </li> </ul>	Please send your responses to the VP of AWD by noon, February 2.

	<ul style="list-style-type: none"> <li>If there are current FELLOWS in your area up for review, please schedule a meeting with the VP of AWD.</li> </ul>	
Weather Policy for Online Classes	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>The request for a written policy to be available for online courses was presented to the group.</li> <li>ALT verified that there is a written policy that provides flexibility in the online syllabus.</li> <li>The Assistant Dean of Distance Learning verified that campus closures do not affect online classes and it is at the discretion of faculty.</li> <li>The Assistant Dean of Distance Learning has agreed to send an email to faculty in the case of inclement weather that they may choose to either re-schedule assignment due dates affected or continue on regular schedule.</li> <li>ALT approved this action.</li> </ul>	
Student Advising Committee Recommendation	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>After careful review by the KCTCS Senate it was found that the KCTCS Senate Rules are not compliant with the Student Advising Committee recommendations. Interim Dean Mayo recommended that the committee review the rules again and create a proposal that aligns with the KCTCS Senate Rules to be presented at the February meeting.</li> <li>A member suggested that once the proposal has been created, this information should be shared with ALT for any additional feedback or suggestions.</li> </ul>	<p>The Dean of Academic Support will contact Advising and Assessment to inform them of the recommendation and follow-up.</p> <p>Once the proposal has been created, this information will be shared with ALT for any additional feedback or suggestions.</p>
Advisory Committees– S Drive/Faculty/Advisory Committees	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>There are a couple of issues that have been brought to Academics attention regarding advisory committee membership, agenda and minutes. It has been suggested that this information should be made easily available to anyone requesting it at the college.</li> <li>The process will remain the same for recording information (via the S drive); however, information must now be maintained and updated on a semester basis (spring and fall).</li> <li>The VP of AWD reminded the AD's to check their information for fall and make sure it is accurate. If it is not accurate, please update fall information by mid-February.</li> <li>The purpose of Advisory Committees is to see how different community members impact our college and to see what they are doing for us.</li> <li>ALT suggested that a standard agenda should be created with the flexibility for advisory chairs to add agenda items if required.</li> </ul>	<p>Check Advisory Committee information for fall and make sure it is accurate. If it is not accurate, please update fall information by mid-February.</p> <p>The AD's of Nursing and BCIS will formulate a committee to form the template for the standard agenda for committee members.</p>
Follow up from Thursday's Workforce Presentation	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>ALT agreed that the presentation was very informative.</li> <li>The Dean of Workforce Development opened the floor for recommendations on how we can include workforce more in the meetings.</li> </ul>	

	<ul style="list-style-type: none"> <li>ALT suggested that presentations can be presented at trainings, faculty and staff development meetings, and conferences hosted by the college.</li> </ul>	
Ongoing Item(s) Update	<p>Tammy opened the floor for discussion.</p> <p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>Meets January 28<sup>th</sup>. If there are agenda items, please forward to the AD of BCIS by noon January 27<sup>th</sup>.</li> <li>ALT added the following additional agenda topics: Late registration and schedule of classes.</li> </ul> <p><b>ALT/Adjunct Faculty Workgroup</b></p> <ul style="list-style-type: none"> <li>Committee is in the process of being set-up.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>Meeting February 2<sup>nd</sup> at 12:30. PIM sent information out to Coordinators regarding program flyers and brochures. Please make sure you are working with PIM to get those done.</li> </ul> <p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>No report. Committee will meet Friday, January 29<sup>th</sup>.</li> </ul> <p><b>Academics Leadership Team Calendar–see below</b></p> <ul style="list-style-type: none"> <li>Feb. 5: Coordinator Meeting 10:00-Noon, Newtown Campus. Any additional topics or suggestions please forward to the AD of CHLSS. Mary Forbes will be working with program coordinators to make sure we are meeting program requirements.</li> <li>Feb 8-9 (???): Registration for Spring II, 12-week continues only for faculty-approved classes. Waiting on schedule to be confirmed. Exact date and information to be discussed at a later date.</li> </ul>	
LET/Academic Council Updates	<p>Tammy opened the floor for discussion.</p> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>No update for Academic Council.</li> </ul> <p><b>Diverse Hiring QAC</b></p> <ul style="list-style-type: none"> <li>A Diverse Hiring QAC has been formed consisting of 12-15 members total, with 4 being academic members.</li> <li>The charge is to recommend strategies to improve recruitment and the hiring process of diverse employees.</li> <li>The QAC will be reviewing internal and external outreach and best practices in an effort to make recommendations for on-boarding strategies, improving encouragement and assisting people with being a part of the committee.</li> </ul> <p><b>Faculty PPE Guidelines</b></p> <ul style="list-style-type: none"> <li>Office hours for faculty in Policy and Procedures manual has been updated. The process is consistent and should be listed where appropriate for Faculty.</li> </ul> <p><b>Guiding Principles for SEI</b></p> <ul style="list-style-type: none"> <li>The VP of AWD shared the document with ALT and opened the floor for suggestions.</li> <li>May 30<sup>th</sup> is the deadline.</li> <li>The VP of AWD reminded ALT that if IPRE has not heard from the Academic Committee by May 30<sup>th</sup> they will proceed with setting the dates as outlined in the principles.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Faculty Performance Review Committee makes the recommendation.</li> </ul> <p><b>Nursing Clinical Evaluations</b></p> <ul style="list-style-type: none"> <li>• The Assistant Dean of Distance Learning is currently working on a process to simplify nursing clinical evaluations.</li> <li>• The recommendation is to create a drop down menu that will allow students to select their instructor and complete the evaluation for that instructor without being required to turn in a paper evaluation for that site.</li> <li>• There are currently 400-500 students provided to IPRE that must evaluate clinical instructors each semester. Each student is assigned to their site.</li> <li>• The Assistant Dean of Distance Learning will present the proposal to IPRE on January 27<sup>th</sup>. The floor was opened for additional suggestions and recommendations.</li> <li>• ALT approved the Guiding Principles for SEI and the proposal request to IPRE for Nursing.</li> </ul> <p><b>What Marketing Needs to Know</b></p> <ul style="list-style-type: none"> <li>• This will become a standing agenda item.</li> <li>• The AD of AMT shared with ALT information regarding the Technical Career Fair at Leestown. An email will be shared with ALT regarding additional information from PIM.</li> </ul> <p><b>LET</b></p> <ul style="list-style-type: none"> <li>• Dr. Julian has presented to LET that they will be participating in a conversation and activity based on our organizational structure.</li> <li>• During the discussion LET will be reviewing different colleges, focusing mainly on academics, department naming and items that affect re-organization.</li> <li>• The VP of AWD advised ALT to be prepared for this discussion on February 2. ALT were advised to look at how this may affect AWD college-wide as well as within their functional areas.</li> <li>• The VP of AWD reminded ALT that it is important for all of us to use our expertise within our areas to vocalize our suggestions and recommendations.</li> </ul> <p><b>Hour of Code</b></p> <ul style="list-style-type: none"> <li>• This is a great outreach effort that is making great impact in our community. The core target groups are BSHS IT Academy, the MLK academy and several elementary schools.</li> <li>• The small grant that BCTC receives allows us to fund transportation for the schools. The purpose is to provide them with a campus experience. Demonstrations, NASA presentations, games and informational sessions are provided at the Hour of Code.</li> <li>• A member of ALT added that the Hour of Code is always a great success and sparks a lot of interest in the community and the college.</li> <li>• The importance of highlighting the Hour of Code at this ALT meeting was so everyone can start thinking about how we can expand our outreach efforts to promote recruitment and marketing efforts for our college.</li> <li>• A member suggested that ALT find ways to provide outreach and get leadership actively involved in these activities.</li> </ul>	<p><b>What Marketing Needs to Know</b></p> <p>ALT agreed to add this as a standing agenda item.</p> <p><b>Hour of Code</b></p> <p>The VP of AWD suggested each division select one program they could highlight annually to provide an outreach event in which they have a specific target group and idea of what they want to do.</p> <p><b>AWD Feedback</b></p> <p>ALT agreed to add Morale Booster/Engagement as a standing agenda item.</p> <p>Pam will share a list of tips and tricks with the group and will do a presentation for ALT at the next meeting on February 2<sup>nd</sup> regarding how you can boost morale and encourage engagement.</p>
--	---	---

	<ul style="list-style-type: none"> <li>• ALT suggested that using the college-wide calendar to promote these outreach programs would be a great idea.</li> <li>• There are several programs-Robotics and Film-that are actively participating in outreach programs already.</li> </ul> <p><b>AWD Feedback</b></p> <ul style="list-style-type: none"> <li>• The VP of AWD presented a question to ALT: What can we do to make sure faculty and staff at the college are more engaged? What can we do to influence, in our realm of control, to help us chip away at this?</li> <li>• A member suggested that it is important that we capitalize on recognizing the institutional knowledge and years of expertise many of our faculty have and find ways to translate this information to others.</li> <li>• A member added that people want to feel valuable. A member suggested that if you approach someone specifically that you know is good that is disengaged, they will be more likely and more willing to accept and feel valued because you sought them out.</li> <li>• A member suggested that it is always a good idea to have a specific role in mind to share with that individual, making sure you also share with them why they would be a good fit. A member added, you have to make the connection rewarding.</li> <li>• A member suggested that it would be a good idea to highlight a faculty member each semester and share with the college some unique thing they are doing. Another suggestion was to make sure we are using the college's award nomination programs to recognize deserving faculty. A member added that they try to nominate one faculty member for every category in their division. This has really helped to boost morale and encourage participation.</li> </ul>	
Upcoming Deadlines	<p><b>January</b></p> <p>Jan. 26 Vicki Partin sends 1st proof of the Fall 2016 class schedule to ALT</p> <p>Jan. 26 Initiate update of 2016-17 college catalog</p> <p>Jan. 29 PRNs for Assistant Professor due to Beverly Drake</p> <p>Jan. 29 Final Spring PeopleSoft course updates complete</p> <p><b>February</b></p> <p>Feb. 2 Vicki Partin sends final proof of the Summer 2016 class schedule to ALT</p> <p>Feb. 2 ALT initiates 2016-17 reassignment update and application process</p> <p>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).</p> <p>Feb. 4 Cancellation of Spring II 12-Week Classes</p> <p>Feb. 5 ALT members return final proof of the Summer 2016 class schedule to Vicki Partin</p> <p>Feb. 5 ALT members return 1st proof of the Fall 2016 class schedule to Vicki Partin</p> <p>Feb. 5 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Feb. 5 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Feb. 6 Spring II 12-week classes begin</p> <p>Feb. 8-9 Registration for Spring II 12-week continues only for faculty-approved classes</p>	

	<p>Feb. 9 Academics web content review</p> <p>Feb. 15 Academic Holiday (President's Day)</p> <p>Feb. 16 Vicki Partin sends final proof of the Fall 2016 class schedule to ALT</p> <p>Feb. 16 Carnegie Professor of the Year and CPE Acorn Award Nominations Considered</p> <p>Feb. 16-28 A final written recommendation for coordinator positions will be submitted by the appropriate Academic Dean to the Academic VP.</p> <p>Feb. 19 ALT members return final proof of the Fall 2016 class schedule to Vicki Partin</p> <p>Feb. 19 Division meetings</p> <p>Feb. 19 All Spring syllabi are to be filed on the server</p> <p>Feb. 19 Vice President and Deans of Academics meet with Chair of College Advisory Committee on Promotion</p> <p>Feb. 19-20 "Changing Classroom Cultures" Conference</p> <p>Feb. 26 Registrar's Office posts PDFs of the Summer and Fall 2016 class schedules for priority registration</p>	
Adjournment	Meeting adjourned at 3:05 p.m.	
Next Meeting(s)	Tuesday, February 2, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Karen Mayo	