

<b>Academics Leadership Team Meeting Minutes</b>		
Date: February 11, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Jackie Wiseman 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		
Guest(s): Yasemin Congleton		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Approval of ALT Minutes from 02/02/16	Jackie opened the floor for approval of minutes from 02/02/16. <ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>	
Advising Update	<p>Jackie opened the floor for discussion.</p> <p><b>Follow-up from SAC Meeting &amp; Faculty Council Meeting-Advising Issues</b></p> <ul style="list-style-type: none"> <li>SAC will meet on February 12<sup>th</sup> from 9 am-11 am. The purpose of this meeting will be to address advising recommendations and find solutions for advising issues.</li> </ul> <p><b>On-going issues</b></p> <ul style="list-style-type: none"> <li>Several issues were presented to ALT: Students being able to change their majors; advising teams versus assigned advising; mandatory advising; how we can get the students in earlier; and reallocating advising hours to better fit the needs of our students. ALT discussed each issue and possible solutions to share with SAC.</li> <li>The biggest issue is that currently, throughout the college, advisors are down.</li> </ul> <p><b>Program Plan Checklist</b></p> <ul style="list-style-type: none"> <li>It is important that these plans are kept up-to-date because this is what advising and assessment use to advise students.</li> </ul> <p><b>Training Opportunity</b></p> <ul style="list-style-type: none"> <li>The Advising and Assessment Representative is going to be conducting a training session on best practices for advising. Information regarding the training will be shared with ALT at a later date.</li> </ul> <p><b>Assignment Process</b></p> <ul style="list-style-type: none"> <li>After reviewing the report, Advising and Assessment found some discrepancies. The data has been re-submitted and requested to be reviewed again. The revised report will be reviewed on February 16<sup>th</sup> and report findings will be shared with ALT at a later date.</li> </ul>	<b>Training Opportunity</b> Any suggestions and recommendations for the training session can be submitted to the Advising and Assessment Representative or division representatives to share with SAC.
Good News	<p>Jackie opened the floor for discussion.</p> <p><b>AMT</b></p> <ul style="list-style-type: none"> <li>The CMM class got approved for a \$64K LIFT grant. The grant will deal specifically with advertising technical programs at high schools, developing partnerships with students, providing work and learn opportunities in the industry and several scholarship opportunities.</li> </ul> <p><b>Scott County Adult Education</b></p> <ul style="list-style-type: none"> <li>Three GED students passed the GED from the detention center. The Dean of Academic Support emphasized that this is a huge accomplishment for our program considering the amount of resistance and turnover we experience from GED students in detention centers.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Dean of Academic Support also shared with ALT that there is a mobile testing program that is now offered for our GED students.</li> </ul>	
Follow-up from ALT Minutes	<p>Jackie opened the floor for discussion.</p> <p><b>Advising recommendation: Late Registration once courses start (Feedback required from division meetings)</b></p> <ul style="list-style-type: none"> <li>Becky Stephens will be attending the SAC meeting on February 12<sup>th</sup> to explain how the process works and whether this will be doable or not. At this moment, the process looks feasible. The goal is to tie back in retention and persistence efforts.</li> <li>The Advising and Assessment Representative reminded the AD's that it is very important that we receive feedback from division representatives so we can get a consensus from divisions and move forward with our plan.</li> <li>The Advising and Assessment Representative suggested that several recommendations have been made to shorten the priority registration period for our students. The recommendation has been to limit priority registration to two weeks and then re-open advising after courses start for transfer and re-admit students. <ul style="list-style-type: none"> <li>ALT suggested that we must be careful in the language that we use so that messages are conveyed more efficient and effectively to target the intended market for registration. Limiting the registration to a specific target market may present issues and convey a negative message to our students.</li> </ul> </li> <li>SAC has continuously reported that students are receiving missed messages. To combat this issue, advising and assessment is taking precautionary measures to ensure the language that is conveyed to our students to maintain this level of consistency across the college.</li> </ul> <p><b>Self-study Survey Follow-up</b></p> <ul style="list-style-type: none"> <li>A member suggested that this survey would present a great opportunity for the college to use this as a way to have full and part-time Faculty evaluate their own courses. The evaluations can then be used to present additional suggestions and recommendations for improvement for courses, programs and best practices.</li> <li>This survey will also allow those involved with the process the opportunity to find more ways to be more innovative and to share ideas. A discussion is underway to count the self-study as a small amount of PPE service (3-4 hours). More information will be shared with ALT as survey results are compiled.</li> </ul> <p><b>Outstanding Adjunct Faculty Award</b></p> <ul style="list-style-type: none"> <li>ALT decided to table this item and follow-up at the next ALT meeting.</li> </ul>	<p><b>Outstanding Adjunct Faculty Award</b></p> <p>ALT decided to table this item and follow-up at the next ALT meeting.</p>
Essential Agenda Additions	<p>Jackie opened the floor for discussion.</p> <p><b>Fire Alarm Testing</b></p> <ul style="list-style-type: none"> <li>A member suggested that the alarms be tested on a day when classes are not in session. This posed a lot of issues in providing instruction in classes and made it very difficult to continue with lecturing and labs during the testing session.</li> </ul>	<p><b>Fire Alarm Testing</b></p> <p>The VP of AWD will share this concern with security and provide ALT with an update.</p>

<p>Report on College-wide Coordinator Meeting</p>	<p>Jackie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>The Coordinator’s met Friday, February 5<sup>th</sup>. The following topics were discussed:</li> </ul> <p><b>Centralizing a place that would house coordinator documents</b></p> <ul style="list-style-type: none"> <li>Ruth Simms has created this process in BB. Access has been provided to the Deans and AD’s. Documents will be reviewed and suggestions and recommendations will be shared at the Coordinator’s meeting in April.</li> </ul> <p><b>Scheduling Process</b></p> <ul style="list-style-type: none"> <li>Coordinators requested an overall philosophy of the scheduling process. The VP of AWD explained that a new process has been implemented and will be discussed during this meeting. The information shared at this meeting can be presented at the April meeting. ALT decided to follow-up on this topic at the April meeting.</li> </ul> <p><b>College-wide Adjunct Faculty Orientation</b></p> <ul style="list-style-type: none"> <li>ALT will look at possible ways to incorporate this orientation. ALT decided to follow-up on this topic at the April meeting.</li> </ul> <p><b>Walk-in advising during final exams last Fall</b></p> <ul style="list-style-type: none"> <li>Suggestions were made to better organize the process and make sure Faculty are aware of the process.</li> </ul> <p><b>No end dates to advising before classes start</b></p> <ul style="list-style-type: none"> <li>Suggestions were made to establish dates.</li> </ul> <p><b>Turnaround for schedules</b></p> <ul style="list-style-type: none"> <li>Suggestions were made to extend the proofs for course scheduling to Vicki Partin.</li> </ul> <p><b>Community Day</b></p> <ul style="list-style-type: none"> <li>Suggestions were made to incorporate a program similar to the one during community day that would allow technical programs to issue stamps to Faculty and Staff for visiting technical programs with a drawing provided as an incentive during fall kick-off. The purpose would be to market our technical programs.</li> </ul>	<p>These topics will be included as follow-up items at April’s Coordinator Meeting:</p> <ol style="list-style-type: none"> <li><b>Scheduling Process</b></li> <li><b>College-wide Adjunct Faculty Orientation</b></li> </ol> <p>These issues will be presented to the Advising and Assessment Representative to share with SAC.</p> <ol style="list-style-type: none"> <li><b>Walk-in advising during final exams last Fall</b></li> <li><b>No end dates to advising before classes start</b></li> </ol>
<p>KCTCS Distance Learning Business Model</p>	<p>Jackie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>ALT reviewed the document and discussed each component of the plan. A draft of this plan has been shared with ALT.</li> <li>The plan focuses on the budget solution. The instructional components will come at a later date.</li> </ul> <p><b>Next steps</b></p> <ul style="list-style-type: none"> <li>KCTCS Peer team meeting and a CEO Peer team meeting will be conducted to compile a list of items that will be created to share with the Distance Learning Workgroup.</li> </ul> <p><b>Competency-Based Education</b></p> <ul style="list-style-type: none"> <li>The purpose is to develop critical thinking and group dynamic skills. A key concern is that when teaching an online class, it is very difficult to assess these two competencies. The plan also focuses on Faculty development and Faculty support.</li> <li>A member suggested that the best way to approach this plan is to make sure that we incorporate the centralized services of the plan into our brick and mortar to fully develop a system-wide learning community.</li> </ul>	<p>ALT was advised to review the list of summary of recommendations and make any additional suggestions to the AD of Distance Learning to share with the Distance Learning Workgroup.</p>

	<ul style="list-style-type: none"> <li>• When reviewing the revenue-sharing model, ALT discovered that if the costs are split 50/50 this really would not affect BCTC. ALT identified that the model will not begin to affect our college until the distribution of funds to home college, delivering college and centralized support require us to create more revenue to make up for the additional fees we have to charge back to systems office.</li> <li>• The goal of the plan is to reboot the way our colleges do distance education. The focus is to take an approach to all online learning, reframe it around competency-based education and establish a new business model to determine the flow of revenue and the sites of both needs and resources.</li> <li>• This process will aim to centralize distance learning across all sixteen colleges and their Faculty.</li> <li>• The VP of AWD shared with ALT that it is very important to fully utilize our expertise in this area to move this process in a direction that will help the college the best.</li> </ul>	
Cancellation of Classes – 3 Tier Process	<p>Jackie opened the floor for discussion. (Please refer to handout)</p> <ul style="list-style-type: none"> <li>• ALT discussed the 3-tier process.</li> <li>• The intention for this process is to ensure that coordinators provide input and improve the process for opening courses more quickly. When creating this process, the focus was to review the workload of those involved in the process to make the process more streamlined and efficient.</li> <li>• The VP of AWD reminded the AD’s that this process will allow us to deal more efficiently with the variables the college face and work to make the process faster.</li> <li>• A member suggested that the 3-tier process be added to the e-community for Coordinators to access. ALT approved to post the document in the e-community.</li> <li>• ALT endorsed the 3-tier process.</li> </ul>	
2016-2017 Academic Class Scheduling Calendar	<p>Jackie opened the floor for discussion. (Please refer to handout)</p> <ul style="list-style-type: none"> <li>• ALT discussed the calendar.</li> <li>• Several suggestions were made for the calendar: color-code the dates and extend the timeline for proofs to be due back to Vicki Partin.</li> <li>• Interim Dean Liles will review the dates for proofs and send recommendations to the VP of AWD to review.</li> </ul>	The VP of AWD will review the suggestions with Vicki Partin to make the suggested recommendations to extend the due dates for class scheduling proofs.
Verifying Rosters	<p>Jackie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• The VP of AWD advised ALT to make sure that Faculty are verifying rosters in a timely manner.</li> <li>• ALT proposed a solution to this problem. ALT decided that the missing rosters list will be sent out a day earlier to give Faculty additional time.</li> </ul>	
Reminder: All-Academic Team	<p>Jackie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• Nominees due to Linda Faul by February 17<sup>th</sup>.</li> </ul>	

KCTCS Innovative Educator Academy Participants	<p>Jackie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• The VP of AWD reminded ALT that we must nominate one technical Faculty and one general education faculty.</li> <li>• The academy serves as both an award and a PD opportunity.</li> </ul>	AD's were advised to submit one technical and one general education Faculty to the VP of AWD by Wednesday, February 17 <sup>th</sup> .
Ongoing Item(s) Update	<p>Jackie opened the floor for discussion.</p> <p><b>Advisory Committee Workgroup</b></p> <ul style="list-style-type: none"> <li>• S drive agendas were compiled and a draft agenda was created. The committee will begin focusing on agenda items for the spring.</li> <li>• The draft Advisory Committee Meeting Agenda was shared with ALT, endorsed and will be posted on the S drive in the Advisory Board folder.</li> <li>• A member asked, how often should we meet? <ul style="list-style-type: none"> <li>○ A member suggested that in the past, the spring meeting serves as more of a networking event and the committees really do not have much to discuss.</li> </ul> </li> <li>• The VP of AWD suggested that the ALT advisory committee develop a second agenda to provide different topics for the spring agenda.</li> <li>• It is very important that each program meet with their advisory boards twice a year to maintain our relationships and partnerships in the community.</li> <li>• Suggestions for the spring agenda included: student panels, program highlights and visits to the advisory committee members worksites.</li> </ul> <p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>• The group met Thursday, February 11<sup>th</sup> and discussed the verifying rosters issue, disruptive students and 12-week session/escrowed courses (workgroup is in the process of developing a matrix). Solutions to combat problems/issues were discussed.</li> <li>• Pam Bates gave a report on the state of assessment and what will replace compass. The programs we may use are EdReady and KYOTE. The issue this presents for the college is that neither assessment has an ESL component. The committee is currently in the research phase. Recommendations must be submitted by May.</li> </ul> <p><b>ALT/Adjunct Faculty Workgroup</b></p> <ul style="list-style-type: none"> <li>• First meeting is scheduled for February 22<sup>nd</sup>.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>• The committee is finalizing report to be submitted to Dr. Julian by February 12<sup>th</sup> for short term suggestions on increasing revenues and decreasing costs. The committee's goal was to make recommendations and suggestions. Another area of the college will be responsible for making recommendations regarding actual cost analyses and areas where the budget may be cut.</li> </ul>	<p><b>Advisory Committee Workgroup</b></p> <p>Advisory committee will develop a second agenda to provide different topics for the spring agenda.</p>

	<p><b>What Marketing Needs to Know</b></p> <ul style="list-style-type: none"> <li>No report.</li> </ul> <p><b>Morale Booster/Engagement</b></p> <ul style="list-style-type: none"> <li>The VP of AWD shared with ALT that a lot of transitions are going to take place over the next couple of months. A lot of issues that we deal with will be stressful but we need to make sure that we maintain our composure and professionalism and focus on finding solutions.</li> </ul> <p><b>Academics Leadership Team Calendar – see below</b></p>	
LET/Academic Council Updates	<p>Jackie opened the floor for discussion.</p> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>The next meeting is scheduled for February 12<sup>th</sup>.</li> </ul> <p><b>LET</b></p> <p><b>Protestors on Campus</b></p> <ul style="list-style-type: none"> <li>Guidelines: Protesting can only occur outside, protestors cannot be touched, protestors can say whatever they want and protestors cannot block the door.</li> </ul> <p><b>Graduation Speaker</b></p> <ul style="list-style-type: none"> <li>A graduation speaker has been identified. Craig King, President of R.J. Corman has been invited to speak.</li> </ul> <p><b>Graduation Regalia</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reminded AD's that if there are any regalia students wear as part of recognition for their programs to please make sure that this information has been shared with Dr. Julian to ensure that all programs are recognized at graduation.</li> </ul> <p><b>Soliciting</b></p> <ul style="list-style-type: none"> <li>Do not solicit funds from area businesses without touching base with the Associate Vice President for Advancement. If you need to solicit funds, please contact the Office of Development first.</li> </ul> <p><b>Travel Reimbursements</b></p> <ul style="list-style-type: none"> <li>Beginning 2016 new IRS procedures regarding travel have been implemented. If travel is part of your regular schedule, it is considered part of your job and is included in your income. The mileage, maintenance and gas is no longer considered a tax write-off.</li> <li>If others are required to travel to other campuses, and individual requests reimbursement, the college must pay taxes on those reimbursements.</li> <li>The VP of AWD suggested that if an individual is commuting for committee meetings or trainings, it would be best to use a college vehicle.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>The college has budgeted a 1.5 million decrease for FY17 related to a perceived 5% decrease in enrollment.</li> <li>Locally and at the systems level, the college is reviewing Faculty load, reassignments, cutting positions, and reassigned time.</li> </ul>	<p><b>Travel Reimbursements</b></p> <p>Any additional questions regarding the new travel policy, please send your questions to the VP of AWD by February 16<sup>th</sup> to present to LET.</p> <p><b>Budget</b></p> <p>The VP of AWD suggested the AD's take a look at their programs and evaluate those that may not be doing well and report any programs that have low enrollment.</p>

	<ul style="list-style-type: none"> <li>• ALT discussed program evaluation and the possibility of cutting programs with low enrollment. This process will allow us to be prepared in case any programs or areas must be cut or reorganized.</li> <li>• ALT discussed the spending freeze. All essential requests are at Dean level approval.</li> <li>• ALT discussed Faculty in promotion. The VP of AWD confirmed that if Faculty are unable to travel and attend conferences to meet the requirements for promotion, a standard letter supporting the candidate will suffice during the spending freeze.</li> </ul>	
Upcoming Deadlines	<p><b>February</b></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 4:15 p.m.	
Next Meeting(s)	Tuesday, February 16, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Kevin Dunn	