

<i>Academics Leadership Team Meeting Minutes</i>		
Date: February 16, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Kevin Dunn 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):		
Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 02/11/16	Kevin opened the floor for approval of minutes from 02/11/16. <ul style="list-style-type: none"> Minutes were approved. 	
Good News	Kevin opened the floor for discussion. Adult Education Scott County and Boyle County were in the top 25 for GED completers. AHNS <ul style="list-style-type: none"> Blood, guts, skeletons and skulls will be hosted at the Newtown Campus on February 25th. 	AHNS AD's were advised to encourage faculty, students and staff in their areas to attend the blood, guts, skeletons and skulls event at Newtown Campus.
Follow-up from ALT Minutes	Kevin opened the floor for discussion. Advising Training <ul style="list-style-type: none"> The AD's decided to include this as a discussion item at division meetings on Friday, February 19th. Outstanding Adjunct Faculty Award <ul style="list-style-type: none"> The document has been sent to AD's to review the process. AD' confirmed that there is no monetary award attached to the award. The VP of AWD advised ALT that it is still a great idea to recognize deserving faculty. This is a great way to show our faculty that we appreciate them and their outstanding contributions to the college. A member added that this also does a lot in boosting employee morale. The VP of AWD agreed to provide a certificate of recognition for the recognized faculty if more than one faculty member was identified for each division. Fire Alarm Testing <ul style="list-style-type: none"> Feedback was provided at LET and to security. Fridays and Saturdays were suggested for testing days. Security stated that they will help guide the process and bring forth the recommendations to improve the process for faculty and students. KCTCS Distance Learning Business Model <ul style="list-style-type: none"> Feedback has been provided to the VP of AWD to share with the Assistant Dean of Distance Learning. The peer team meets Wednesday, February 17th to discuss the model and review feedback that has been received. The Assistant Dean of Distance Learning shared with ALT that the goal is to provide a better process to train online faculty and to provide flexibility for our online instructors. 	KCTCS Innovative Educator Academy Participants The VP of AWD advised ALT to submit nominees by Friday, February 19 th . A vote will be held via email to confirm nominees. Budget-Program Evaluations This item was tabled for future discussions.

	<p>2016-2017 Academic Class Scheduling Calendar</p> <ul style="list-style-type: none"> Interim Dean Liles met with Vicki Partin and it was decided that for the FY16-17 calendar, weekends will be included as part of the proofing schedule. <p>KCTCS Innovative Educator Academy Participants</p> <ul style="list-style-type: none"> One General Education nomination has been submitted. The nominees were approved by ALT. The floor was opened for technical nominees. <p>Advisory Committee Workgroup</p> <ul style="list-style-type: none"> The committee is still in the planning phase for the spring agenda. The Assistant Dean of Humanities inquired about a draft advisory letter for new programs. Committee Chair Hayes advised ALT that if there are any advisory letter samples available to assist in drafting a letter for theatre, please submit those to the Assistant Dean of Humanities for review. A member suggested that there is a draft letter in the Advisory Handbook. <p>Budget-Program Evaluations</p> <ul style="list-style-type: none"> ALT decided to table this item. 	
Essential Agenda Additions	<p>Kevin opened the floor for discussion.</p> <p>Division Meeting Topics</p> <ul style="list-style-type: none"> Travel Budget Student Advisory Committee Report with Feedback General Education Assessment (College-Readiness) Committee Employee Morale Rules Advising Training Cancelling Classes when Fayette County Schools are Closed 	
Distance Learning-no shows / roster verification and summer student communication	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> ALT discussed issues regarding instructor and advisor communication. Many of the issues have been discussed with the Assistant Dean of Distance Learning. A member proposed to ALT to develop a Distance Learning Workgroup to identify recurring problems and find ways to simplify the no shows and roster verification process. The following assistant deans will serve on the workgroup: Vicki, Ben, Jackie and Angie. 	
Division Adjunct Awards and Nomination for the College Adjunct Award	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> ALT discussed the process. 	<p>Please submit nominations for technical faculty to the VP of AWD by noon Friday, February 19th.</p>

Project Updates-Adjunct Handbook, External Accreditation and Advisory Board Assessment	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> AD's were advised to pay close attention to deadlines and make sure that feedback is received in a timely manner. 	AD's were advised to submit all recommendations by Friday so the projects in question can be completed and closed.
Ongoing Item(s) Update	<p>Kevin opened the floor for discussion.</p> <p>Advisory Committee Workgroup</p> <ul style="list-style-type: none"> No additional updates. <p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> The workgroup will meet next Thursday, February 25th. If there are any issues you would like to present to the group, please forward to the Assistant Dean of BCIS. <p>ALT/Adjunct Faculty Workgroup</p> <ul style="list-style-type: none"> The workgroup will have their first scheduled meeting on Monday, February 22nd. <p>ALT/PIM</p> <ul style="list-style-type: none"> No update. <p>BRAC</p> <ul style="list-style-type: none"> The report for short-term solutions has been submitted to Dr. Julian for review. The committee will continue to meet the rest of this semester to identify best practices. <p>What Marketing Needs to Know</p> <ul style="list-style-type: none"> Marketing has been informed of the following upcoming events: Blood, guts, skeleton and skulls, NASA student's presentation at women's computing conference and the theatre play. Morale Booster/Engagement A member shared with ALT a great analogy when approaching morale. The member stated that one issue they have found in dealing with both faculty and staff is that many individuals are always focused on taking. The member added that in order to be productive, we cannot take all the time. We have to be mindful that we have to give and put some "love" back into the morale bank to equally balance the equation and boost morale and engagement. <p>Academics Leadership Team Calendar-see below</p> <p>Perkins Update</p> <ul style="list-style-type: none"> The Dean of Workforce Development will touch base with Mike Franklin to make sure the spreadsheet is distributed to ALT to complete requests for Perkins. <p>Program End Assessments</p> <ul style="list-style-type: none"> A member asked: Is it possible to use Perkins funds to support program end-assessment? A member added that this is very possible but a program fee will have to be assessed for each program interested in participating. A member stated that we will need to further review the guidelines for this process. 	<p>Program End Assessments</p> <p>AD's were advised to check any programs in their areas that require their students to take certain assessments to meet program requirements and to submit this information to the VP of AWD.</p>

LET/Academic Council Updates	<p>Kevin opened the floor for discussion.</p> <p>Academic Council</p> <ul style="list-style-type: none"> The Council last met Friday, February 12th. The next meeting is scheduled for Friday, February 19th. The Council discussed budget cuts and where each college fits into this plan. All 16 CAO's make up Academic Council. Systems Office has two representatives. <p>LET</p> <ul style="list-style-type: none"> Black History Month Celebration at Lyric Theatre, Friday, February 19th. The informational flyer will be sent to ALT. The VP of AWD received several phone calls regarding classes being cancelled because Fayette County Schools are not in session. AD's were advised to speak with their divisions about cancelling classes when Fayette County Schools are closed. <p>Reimbursement Policy</p> <ul style="list-style-type: none"> Process is still being reviewed. Please continue to submit any questions you may have to the VP of AWD. Please inform your faculty and staff that any reimbursements they submit, these funds are taxable if they are included as part of their job/duties. <p>Budget</p> <ul style="list-style-type: none"> By April 15th the college should have a general idea of what the budget will be for FY16-18. There is currently some confusion as to if education will be cut by 4.5% for each fiscal year, or 4.5 through FY16 and 9% through FY17-18. March 22nd is the approval for positions and for non-recurring money. The VP of AWD shared with ALT that the list will be reviewed for approval before final submittal to LET. 	
Upcoming Deadlines	<p>February</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 3:00 p.m.	
Next Meeting(s)	Tuesday, February 23, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Angie King	