Academics Leadership Team Meeting Minutes	
Date: February 23, 2016 Time: 2:00 p.m.-4:00 p.m.	Facilitator: Angie King 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, Pam Hatcher, Steve White

Guest(s): Mike Franklin

Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 02/16/16	Angie opened the floor for approval of minutes from 02/16/16. • Minutes were approved.	
Perkins Update	Angie opened the floor for discussion. **Carry Forward Funds** • Permission has been granted to spend $21,862 through June 30th. Four requests have been received to utilize these funds. • ALT discussed the necessity of the funds requested and how these requests will support the technical divisions. **Academic Support** • $2,500 has been requested to purchase drones for an intro to drones class to be piloted this Fall at Scott County High School. The purpose is to introduce our programs into the high school with hopes that students will transition into the program at Georgetown Campus Spring 2018. This course will cover the programming concept. It serves as a BIT credit in support of work/co-op experience for students. **Nursing** • Two Nurse Ann simulations for labs for simulation experiences each costing $7,000 has been requested to support two different programs. **Automotive Program** • Funds have been requested for an updated computer diagnostics system. **Workforce Development** • A brand new partnership with the area technology center welding program in Winchester will allow us to expand the program in this target area and possibly transfer the program to the Leestown Campus. **Unused Funds** • At this time we do not have many areas leaving unused funds. Perkins is evaluating areas that we may be able to reallocate these funds to. In addition, there is also some supplemental salaries that need to be reviewed for use with carry forward funds. • Once all requests have been approved, all equipment requests must be procured and received by April 15th. **Professional Development** • Moving forward, AD's were advised to check in their areas to see if there will be any additional PD requests through June 30th and to make sure that these requests have been submitted to Miranda for approval before Perkins funds are reallocated for additional uses.	

	• If there are any requests for PD, Mike advised ALT to utilize these funds. There are currently $12-16K in unused PD funds available through FY16. **FY17** • All of the division equipment and PD requests have been received. There is a meeting scheduled for March 2nd with the deans. Results will be presented on March 8th. • Other departments such as library and tutoring may submit a plans use of funds form after divisional funds have been approved.	
Good News	Angie opened the floor for discussion. • NASA students did a demonstration at CCCC and at the regional conference for women in computing. A lot of the BCIS faculty and staff were involved and did a wonderful job explaining the programming process and benefits of the program.	
Follow-up from ALT Minutes	Angie opened the floor for discussion. **Budget-Program Evaluations** • The VP of AWD will discuss with the Deans and report back to ALT at the March 1st meeting. **Program End Assessments (AD's)** • AD's were advised to submit additional information to the VP of AWD for review.	
Essential Agenda Additions	Angie opened the floor for discussion. **BCIS** • The division PD committee is planning to have some safety drills based on active shooters. Cindy Tucker, the division chair, has been working with Security to secure some dates. Additional information will be shared with ALT once dates have been confirmed. **Development Support for Adjunct and Full-time Faculty** • Due to the budget freeze, support for this initiative will be postponed for now.	
CCCC Follow-up	Angie opened the floor for discussion. • ALT discussed the conference. • ALT agreed that the conference was a great turn out and there was a lot of positive feedback from the conference. • ALT discussed the possibility of having the conference in March or April based on other conferences taking place in February during the same time as the CCCC. • The VP of AWD shared with ALT that the purpose of the conference is to meet faculty PD needs and provide additional training in areas where faculty address the greatest concerns. • A member added that the sessions were very beneficial and had outstanding presenters.	
NOCTI Sitting Fee	Angie opened the floor for discussion. • The AD of Distance Learning has had several discussions with the budget office regarding the sitting fees. • The AD of Distance Learning suggested that the college should charge a modest sitting fee, applied across all programs/divisions were testing is required to generate additional revenue for the college. It was proposed to match the sitting fee with the testing fee.	

	• Two options were proposed for assessing the fee: (1) the fee can be collected when the student registers for the course by paying with a credit card; or, (2) the college can charge a course fee for those courses where the exams are required. • The budget office is currently researching the most feasible option for us to utilize. If it is charged as a course fee, financial aid can cover the expenses. • The standard sitting fee range is between $25-$30 across other 4-year institutions in Kentucky. • A member added that assessing a fee is necessary to cover additional technology and testing fees required for our students to meet program requirements. **Follow-up** • The AD of Distance Learning presented the idea of content creation by BCTC faculty as an alternative to purchasing textbooks from Barnes and Noble or a large textbook distributor. A member added that not only would this save the student a lot of money when purchasing textbooks, this could possible generate additional funds for the college. The AD of Distance Learning is currently researching models and the costs associated with incorporating content creation at the college. • A member asked, "How much of the cost of books come back to the college through student purchases? And, what is the breakeven point for textbook purchases and course creation models?" • The VP of AWD advised the AD of Distance Learning to take the lead on this project and draft an explanation of the benefits, cost savings, and models used. A report will be presented to ALT for review. • A member suggested that we could really promote OER courses if we publish and market these courses to our students. • A member added that there are some licensing and copyright issues that will need to be addressed if the college decides to take this route.	
Ongoing Item(s) Update	Angie opened the floor for discussion. **Advisory Committee Workgroup** • The program advisory committee meeting agenda was distributed to ALT and discussed. • The revised agenda will be uploaded to the Advisory Committee folder on the S drive. **ALT/SDEM Workgroup** • The workgroup will meet February 25th. **ALT/Adjunct Faculty Workgroup** • The workgroup met February 22nd. They had a pretty good discussion about the adjunct handbook, new content for orientations and evening support. • A lot of issues arose about evening support in case of emergencies. A member suggested that a network be established for faculty who teach the same courses on the same campuses with a list of resources available in case of emergencies. • It was suggested that course leaders and program coordinators establish this list of resources for their division.	**Morale Booster/Engagement** The VP of AWD asked each AD to bring one idea in support of how they can influence morale at the college. **ALT/SDEM Workgroup** AD's were advised to forward agenda items to the AD of BCIS by noon, February 24th.

	ALT/PIM
	• No update.
	BRAC
	• Next meeting scheduled for March 4th to prioritize long-range recommendations.
	Division Meetings
	The following topics were discussed:
	    o Distance learning update.
	    o The budget.
	    o Shortening the time for priority advising and priority registration.
	    o Making sure the number of advisees are appropriately assigned to each area to support the student.
	    o Introduction of new registrar, Jamie Hunt.
	    o Early payment penalty for summer students.
	    o College admissions process for certain programs.
	• ALT discussed each issue, concern and recommendation for each topic across all academic divisions.
	Morale Booster/Engagement
	• AD's were advised to be creative and to really think about how they could use their talents to boost employee morale.
	• AD's were reminded that autonomy is key.
	What Marketing Needs to Know
	• Workforce Development has been in the process of creating the mentorship program with NARA.
	• BCIS has shared pictures with marketing from the NASA event.
	Academics Leadership Team Calendar-see below	

LET/Academic Council Updates	Angie opened the floor for discussion. **Academic Council** • 16 items were discussed regarding what each college is doing to deal with the budget issue. **LET** **Faculty Promotion** • AD's were advised to send an email to those in promotion phase to inform them that you will NOT be notified of their promotion. AD's were encouraged to use this as an avenue to support faculty concerning the result. **PPE's** • At the meeting, ALT will discuss best practices for performance reviews in written as well as discussion form. The planning portion of the process will also be covered. • AD's were advised to identify tools they use to guide these conversations and boost employee morale. The VP of AWD reminded the AD's that the purpose of the PPE is to really make sure we are keeping our faculty and staff engaged.	**PPE's** ALT will meet on March 1st for a PPE practice review.

	• AD's were advised to start thinking about things they would like to target and emphasize for their areas, their program coordinators and their faculty. **Workload** • ALT discussed workload.	
Upcoming Deadlines	**February** Feb. 26 Registrar's Office posts PDFs of the Summer and Fall 2016 class schedules for priority registration **March** Mar. 1 Faculty PPEs due to Assistant Deans Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review Mar. 1 Start of priority registration for Summer/Fall 2016 for currently enrolled students Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review Mar. 4 Cancellation of Spring II 8-Week Classes Mar. 4 Faculty Council meeting 1:30-3:30, Newtown Campus Mar. 7 Spring II 8-week classes begin Mar. 8 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review Mar. 11-12 Spring II 8-week registration continues only for faculty-approved classes Mar. 11 Spring II syllabi are to be filed on the server Mar. 12-18 **Academic Holidays (Saturday-Friday Spring Break)** Mar. 14 Recommendations sent to KCTCS Chancellor from President Julian, either affirmative or negative, regarding promotions in rank for Professor and Associate Professor; individuals being promoted to Professor and Associate Professor notified by President Julian Mar. 18 Portfolios for system review due in KCTCS Chancellor's Office (PRNs) Mar. 22 Deans and Vicki Partin submit Spring 2017 space allocation and class schedule recommendations to ALT Mar. 22 Process begins for two-year and four-year reviews of faculty Mar. 24 Textbooks for Summer 2016 due to Barnes and Noble Bookstore Mar. 25-27 **Academic Holidays (Friday-Sunday Good Friday)**	
Adjournment	Meeting adjourned at 4:00 p.m.	
Next Meeting(s)	Tuesday, March 1, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Melanie Williamson	