

**Academics Leadership Team Meeting Minutes**

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| Date: March 1, 2016<br>Time: 2:00 p.m.-4:00 p.m. | Facilitator: Melanie Williamson<br>Recorder: Luv Robertson |
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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):

| <b>Agenda/Issue</b>                   | <b>Discussion</b>   | <b>Action</b>   |
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| Approval of ALT Minutes from 02/23/16 | Melanie opened the floor for approval of minutes from 02/23/16. <ul style="list-style-type: none"> <li>• Minutes were approved.</li> </ul>  |   |
| Good News                             | Melanie opened the floor for discussion. <ul style="list-style-type: none"> <li>• Science Safari-Blood, Guts Skeletons and Skulls was a big hit. The official count was 151 participants. The next event is Bugs and Blooms on April 23<sup>rd</sup> at the Newtown Campus.</li> <li>• There was an awesome PTK induction ceremony to induct new members on Friday, February 26<sup>th</sup>. This program really highlights our students and their accomplishments at our college.</li> <li>• Cindy Baker did a scholarship workshop at Newtown Campus on Saturday, February 27<sup>th</sup>.</li> <li>• The Dean of Workforce Development shared a number of partnerships they have been working on throughout the industry to promote workforce development and industry growth. A recent partnership with <i><b>More Than a Bakery</b></i> will bring new jobs to the Bluegrass Region. They are a manufacturing company who makes cookies and cakes and will be located in Versailles, KY. The company will bring about 310 jobs to our region. The company will be contributing \$57.1 million to the area. Our college was hugely represented in this partnership and presents a lot of opportunities for our college.</li> </ul>  |   |
| Follow-up from ALT Minutes            | Melanie opened the floor for discussion. <p><b>Budget-Program Evaluations Update</b></p> <ul style="list-style-type: none"> <li>• A low-enrollment report has been submitted to each KCTCS college for review. Once the report has been reviewed, the VP of AWD will share the information with ALT and begin the evaluate programs as needed.</li> </ul> <p><b>PPE Practice Review Update</b></p> <ul style="list-style-type: none"> <li>• ALT reviewed the practice PPE’s and discussed best practices for improving the process.</li> <li>• AD’s reviewed scoring and provided suggestions for rating PPE’s. The following key points were made regarding rating PPE performance.</li> </ul> <p><b>Best Practices</b></p> <ul style="list-style-type: none"> <li>• AD’s agreed to remind faculty to make sure that PD, conferences, reassigned time and other internal and external involvement are clearly documented on the PPE (hours, dates, descriptions, etc.)                             <ul style="list-style-type: none"> <li>○ AD’s were reminded that if faculty are in a carry-forward year, faculty will be required to fully document their internal and external involvement during that year to be included in case PPE’s are pulled for review.</li> </ul> </li> <li>• AD’s agreed to look at rank during the PPE development/planning phase as part of the discussion so faculty are aware of how each area will be weighed and will contribute to their overall rating.</li> <li>• AD’s agreed to remind faculty to keep the format consistent and concise during the review process so the PPE is presented in a more organized and professional way.                             <ul style="list-style-type: none"> <li>○ A member added that this process is important in case faculty are up for promotion.</li> </ul> </li> <li>• AD’s agreed that when there is little or no detail on the PPE and what faculty contributed is unclear, AD’s will encourage faculty to provide additional support and clarification.</li> <li>• AD’s agreed to make sure that the quality versus the quantity matches the rating provided on the PPE.                             <ul style="list-style-type: none"> <li>○ AD’s were reminded that when rating PPE’s, it is important to maintain consistency across the board.</li> </ul> </li> </ul> | <p><b>PPE Practice Review Update</b></p> <p>ALT will revisit this topic at the ALT meeting on March 8<sup>th</sup>.</p> |

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|                            | <ul style="list-style-type: none"> <li>• During the mid-year review, AD's agreed to use this planning phase as an opportunity to encourage faculty to get them to start thinking about planning for next year.</li> </ul> <p><b>Faculty in Promotion</b></p> <ul style="list-style-type: none"> <li>• A member added that promotion committees are looking at improvement across the years, so it is important to show growth over the years when completing PPE's.</li> <li>• A member added that for those faculty who are in promotion, it is important to provide a description of the area to faculty with information detailing the requirements for each section to ensure they receive full consideration/ranking in that area during promotion review. Requirements for each section are provided in the promotion notebook online.</li> <li>• Internal and external service plays a major role in the PPE and promotion process. A member added that if committee work is not an option for faculty due to time constraints, AD's were advised to find and suggest other internal service faculty could participate in at the college.</li> </ul> <p><b>Moving Forward</b></p> <ul style="list-style-type: none"> <li>• The VP of AWD advised ALT to think about common areas or common goals within their areas ALT can use to emphasize each area of the PPE process to encourage Faculty and Coordinators and improve the process.</li> </ul>   |   |
| Essential Agenda Additions | <p>Melanie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• There were no essential agenda additions.</li> </ul>  |   |
| Distance Learning Updates  | <p>Melanie opened the floor for discussion.</p> <p><b>Residency Policy</b></p> <ul style="list-style-type: none"> <li>• There is a recent change in policy regarding the residency rule. In the past, 25% came from the delivering institution.</li> <li>• Beginning in the fall, residency requirements will change. The AD of Distance Learning will provide more detail as information is provided regarding the updated policy.</li> </ul> <p><b>Merged Online courses</b></p> <ul style="list-style-type: none"> <li>• The AD of Distance Learning advised the AD's that if someone wants to merge courses it is important to make sure Bill Davis is aware of the merged courses two weeks prior to courses starting.</li> <li>• The AD of Distance Learning advised the AD's to make sure faculty are following the merged online course guidelines when merging courses to eliminate issues with course content on Blackboard.</li> </ul> <p><b>Starfish Survey</b></p> <ul style="list-style-type: none"> <li>• The second Starfish survey has been distributed to the college. AD's were advised to encourage faculty to complete the surveys. AD's were reminded that this survey really supports SDEM and advising to identify best practices for those students who have raised flags.</li> </ul> <p><b>Blackboard Training</b></p> <ul style="list-style-type: none"> <li>• Primary training will be handled by the AD of Distance Learning. A small group has been developed to review the purpose of the training and what content should be covered.</li> <li>• Distance Learning is currently creating a training module that will cover: (1) more availability in a hybrid format; (2) blackboard collaborate; (3) how to be an effective online instructor; and, (4) best practices for online faculty.</li> <li>• More information will be shared with ALT as the training module is created and training dates are set.</li> </ul> <p><b>SKYPE Training</b></p> <ul style="list-style-type: none"> <li>• A tutorial has been provided to faculty. The AD of Distance Learning and e-mentors are available to provide additional training to faculty and coordinators.</li> </ul> | <p><b>Blackboard Training</b></p> <p>AD's were advised to submit any topics of interest to the AD of Distance Learning.</p> |

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| Room Allocation at Newtown       | <p>Melanie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• There has been a great demand to offer in-person classes for courses that are mainly offered online to increase their presence on campus. This is mainly attributed to rapid growth of the programs on the Newtown Campus. The issue is that rooms are not available at Newtown to offer the courses on campus.</li> <li>• A member asked: “How should we reallocate rooms to support technical, online and general education programs that want to have more of a presence on campus?” <ul style="list-style-type: none"> <li>○ The VP of AWD advised AD’s to speak with those program coordinators to get a general idea of which courses they would like to offer on campus. The courses will be reviewed to see if there is room to add the courses at Newtown in the Fall.</li> </ul> </li> </ul>   |  |
| Process of Assigning Course Fees | <p>Melanie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• The course fee process has been revised. If faculty do not meet the deadline for the process, course fees will not be charged for those courses.</li> <li>• ALT discussed the process and possible issues that may arise with deadlines.</li> <li>• The “Process of Assigning Course Fees” was adopted.</li> <li>• The VP of AWD will continue to provide updates as the process unfolds. Any questions should be directed to the VP of AWD.</li> </ul>  |  |
| Ongoing Item(s) Update           | <p>Melanie opened the floor for discussion.</p> <p><b>Advisory Committee Workgroup</b></p> <ul style="list-style-type: none"> <li>• No update. ALT agreed to dissolve this committee.</li> </ul> <p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>• The workgroup will meet Thursday, March 10<sup>th</sup>. At the last meeting, the workgroup discussed the following issues: <ul style="list-style-type: none"> <li>○ Residency policy;</li> <li>○ AACRAO consultants (Consultant’s will be on campus, Thursday, March 4<sup>th</sup>. AD’s were advised to share with their areas that all faculty and staff are welcome to attend to hear the consultant’s report);</li> <li>○ 12-week schedule (Who is our audience? What courses should we offer?); <ul style="list-style-type: none"> <li>▪ During the session, Admissions and Advising shared that the majority of the students applying for the 12-week session are not first-year students or first-year starters. In the past, the college offered a lot of 100 level courses that do not require prerequisites, but they do not meet the needs of the students who enroll during the 12-week session. The workgroup is looking at what courses they may be able to offer to appeal to this target market better.</li> </ul> </li> </ul> </li> </ul> <p><b>ALT/Adjunct Faculty Workgroup</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>• The digital marketing campaign will begin in March. Marketing campaigns are ready for Biotechnology, Computer Information and Technologies, Computerized Manufacturing and Machining, Digital Cinematic Arts, Environmental Science Technology, Film Studies-Script to Screen, Information Management and Design, Practical Nursing, Respiratory Care and Theatre.</li> <li>• The list continues to grow and they would like to get more programs on board. The campaign is set-up on FB. The AD of AMT has been drafted to serve on the committee.</li> </ul> <p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>• Meets Friday, March 4<sup>th</sup> to categorize long-term suggestions/recommendations. A report will be provided to ALT as the process unfolds. Dr. Julian is still reviewing the short-term suggestions/recommendations. No update has been provided.</li> </ul> <p><b>Division Meetings</b></p> |  |

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|  | <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>Morale Booster/Engagement–“How can you influence morale at the college”</b></p> <ul style="list-style-type: none"> <li>• ALT shared their ideas with the group and provided feedback. Some suggestions were: <ul style="list-style-type: none"> <li>○ Hold a group division meeting to bring all divisions together to voice concerns, share ideas, and address common issues</li> <li>○ Improve communication and not be so departmentalized.</li> <li>○ Re-engage people. Make sure everyone feels included.</li> <li>○ Send a KUDOS email to supervisors when you see faculty/staff going above and beyond to recognize them.</li> <li>○ Play an active role to help faculty who are passionate about what they do. Try to serve as a mentor and encourager to provide creative solutions, problem-solving and acknowledgments to support their ideas and contributions.</li> <li>○ Make eye contact and smile when walking down the hallway with faculty, staff and students.</li> <li>○ Post encouraging quotes outside your office or department to encourage faculty, staff and students. Send handwritten thank you notes versus emails. Post pictures to recognize people in your area. Recognize people on their birthday.</li> <li>○ Remain positive and realistic with faculty and staff with low morale. Set an example and be more mindful of your attitude.</li> <li>○ Partner with other institutions/organizations that are positively impacting and supporting their faculty on pedagogical practices and improvement in teaching.</li> <li>○ Host a SPA day at the esthetics department on Leestown Campus for faculty and staff.</li> <li>○ Highlight faculty/staff each month in each division.</li> <li>○ Incorporate teambuilding in departments and workgroups to better understand your teams and their skillsets. <ul style="list-style-type: none"> <li>▪ A member added that teambuilding will also allow others to learn more about how they can contribute to the success of their departments, boost morale and keep faculty and staff engaged.</li> <li>▪ A member added that teambuilding exercises build trust and model effective communication and responsibility.</li> </ul> </li> <li>○ Be influential on framing the conversation.</li> <li>○ Send out a good news report to highlight faculty and staff in each division monthly or bi-monthly.</li> <li>○ Be humorous.</li> <li>○ Recognize good teaching in every division and provide a certificate of recognition to faculty. Those faculty recognized, have them share with the division “how to be a good teacher.”</li> <li>○ Provide monetary rewards for good deeds.</li> <li>○ Engage in conversation. Ask questions to learn more about your faculty and staff.</li> </ul> </li> </ul> <p><b>What Marketing Needs to Know</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>Academics Leadership Team Calendar-see below</b></p> |  |
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| LET/Academic Council Updates | <p>Melanie opened the floor for discussion.</p> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>LET</b></p> <ul style="list-style-type: none"> <li>ALT discussed several issues regarding the budget, the BRAC report and faculty workload.</li> </ul> <p><b>Faculty Workload Workgroup</b></p> <ul style="list-style-type: none"> <li>A workgroup was developed to address faculty workload. The following members will serve on the committee: Karen, Kevin, Susan, and Shirley.</li> <li>The committee will meet on Friday, March 4<sup>th</sup> to develop a plan to be presented to LET on Tuesday, March 8<sup>th</sup>.</li> </ul> <p><b>Upcoming PD</b></p> <ul style="list-style-type: none"> <li>Mosaic Conference will be held at Berea College this year. The VP of AWD will provide information. The conference is free to all faculty and staff. AD's were advised to encourage participation in their areas.</li> </ul>   | <p><b>Faculty Workload Workgroup</b></p> <p>The AD's were advised to submit questions to Interim Dean Mayo by noon, Wednesday, March 2<sup>nd</sup>.</p> |
| Upcoming Deadlines           | <p><b>March</b></p> <p>Mar. 1 Faculty PPEs due to Assistant Deans</p> <p>Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review</p> <p>Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review</p> <p>Mar. 1 Start of priority registration for Summer/Fall 2016 for currently enrolled students</p> <p>Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on full level to President Julian for her review</p> <p>Mar. 2 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level promotions to President Julian for her review</p> <p>Mar. 4 Cancellation of Spring II 8-Week Classes</p> <p>Mar. 4 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Mar. 7 Spring II 8-week classes begin</p> <p>Mar. 8 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level promotions to President Julian for her review</p> <p>Mar. 11-12 Spring II 8-week registration continues only for faculty-approved classes</p> <p>Mar. 11 Spring II syllabi are to be filed on the server</p> <p>Mar. 12-18 <b>Academic Holidays (Saturday-Friday Spring Break)</b></p> <p>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</p> <p>Mar. 18 Portfolios for system review due in KCTCS Chancellor's Office (PRNs)</p> <p>Mar. 22 Deans and Vicki Partin submit Spring 2017 space allocation and class schedule recommendations to ALT</p> <p>Mar. 22 Process begins for two-year and four-year reviews of faculty</p> <p>Mar. 24 Textbooks for Summer 2016 due to Barnes and Noble Bookstore</p> <p>Mar. 25-27 <b>Academic Holidays (Friday-Sunday Good Friday)</b></p> |  |
| Adjournment                  | Meeting adjourned at 4:35 p.m.   |  |
| Next Meeting(s)              | Tuesday, March 8, 2:00-4:00, Newtown Campus Conference Room 123<br>Facilitator: Susan Hayes  |  |