

Academics Leadership Team Meeting Minutes		
Date: March 8, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Susan Hayes 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): Steve Stone, Tracy Knowles, Deb Davis		
Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 03/01/16	Susan opened the floor for approval of minutes from 03/01/16. <ul style="list-style-type: none"> Minutes were approved. 	
Good News	Susan opened the floor for discussion. <ul style="list-style-type: none"> The Surgical Technology program just had an accreditation visit. The program received an outstanding review. The only suggestion the auditor made was that the college should expand the program and hire additional help to promote the program. <ul style="list-style-type: none"> A member added that the Southside Advisory Committee is looking for nurse practitioners to house in area hospitals. The suggestion to expand the program will greatly address this need in the industry. Angie King, the AD of Humanities was promoted to full professor. 	
Library Update	Susan opened the floor for discussion. <ul style="list-style-type: none"> A presentation was presented to ALT. The Dean of Workforce Development assisted with developing a SWOT for the library. A library vision was developed that encompassed: creating information savvy students, to connect students with resources, and to instill the love of reading and critical contemplation. ALT discussed each component of the vision statement. Steve presented a model to ALT outlining the role each component plays in creating information savvy students. The goal of the vision is to make sure it appeals to our student body. <p>Implementation of Library Vision</p> <p>The vision will focus on the following items:</p> <ul style="list-style-type: none"> Library resource availability: 30% of print collection will be on the shelves, 70% will be non-print resources. Librarians will assist with advising Summer 2016 and help with orientations. A library curriculum will be developed to assist faculty with understanding what an information savvy student looks like. The curriculum will be tied to FYE105 courses. The Marketing plan will encompass learning objectives, benefits of the library, and the roles each library will play at each campus. A member suggested that the library vision and marketing proposal should be presented at division meetings to inform every one of the resources available to our faculty, students and staff. Steve agreed to come to division meetings to discuss the proposal with each division. 	Library Update The AD's were advised to email Steve to schedule a time if they are interested in sharing this information with their divisions.
Multi-state Collaborative	Susan opened the floor for discussion. <ul style="list-style-type: none"> Information was shared with ALT about the multi-state collaborative. Tracy shared with ALT that the workgroup is in need of assignments to grade and review to evaluate written communication, quantitative literacy, and critical thinking skills. Tracy will email the required documentation to ALT to assist with developing and submitting the Value-MSc project. 	MSC Project AD's were advised to review the MSC participants by course and select 1-3 courses to include in the assessment.

	<ul style="list-style-type: none"> ○ A list of courses that meet the criteria will be shared with ALT. If the course is not on the list, students in those courses did not meet the requirements. <p>MSC Requirements</p> <ul style="list-style-type: none"> • Requirements: 10 students, must have completed 45 credit hours. <p>MSC Components</p> <ul style="list-style-type: none"> • A handout was distributed to ALT. Each component of the MSC project were discussed. ALT discussed how each area is assessed and how this project will affect community colleges both nationally and at the state level. • AD's were advised to use the approved rubrics for the MSC collaborative. <p>LEAP</p> <ul style="list-style-type: none"> • The Liberal Education & America's Promise (LEAP) principles were shared with ALT. The purpose of the degree quality profile is to get every higher education institution using this model to assess learning in undergraduate education, high-impact practices, and signature assignments. • The purpose is to assess if the college is doing what we say we are doing as an institution and to ensure the assignments we provide for instruction teach our students the core concepts for these courses. • The deadline to upload value-MSC projects is May 15th. • A member added that this will add credibility to our general education assessment and allow us to improve our programs. 	
Academic Deans	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> • A lot of changes are taking place throughout the college. • ALT discussed topics of concern and how each factor may affect each division. • The VP of AWD agreed to attend division meetings in April to speak on behalf of the deans to address specific issues pertaining to each division. • An all faculty meeting will be scheduled for early April. At this time April 1st is the best date. AD's were advised to mark this date on their calendars. Location and times will be announced at a later date. 	
Biotechnology Program Update	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> • This topic will be rescheduled for a later date. 	
Follow-up from ALT Minutes	<p>Susan opened the floor for discussion.</p> <p>PPE Planning/Review-common goals/items</p> <ul style="list-style-type: none"> • A member suggested that a common goal the college should focus on is how we can tie in retention and student success during PPE planning and review. • The VP of AWD suggested that the AD's should provide one brown bag per year to model what a good faculty member does and how we can build a particular culture at our college. The AD's were advised to start thinking about topics they could share with their divisions. • ALT discussed several factors that affect student retention and success: <ul style="list-style-type: none"> ○ A member suggested that it is important to be more cognizant of the messages we send through communication with our students. ○ A member added that awareness and training at the college are important components as well. ○ A member stated that we have to be mindful that the student is our customer. <p>Faculty Workload Workgroup</p> <ul style="list-style-type: none"> • The workgroup distributed a plan to address the issue to ALT. The plan has been presented to Dr. Julian and LET. • ALT discussed teaching load for full-time faculty-Fall 2016. 	<p>PPE Planning/Review-common goals/items</p> <p>ALT decided to further discuss this topic at the next ALT meeting on March 22nd. AD's were advised to focus on targeted goals for faculty and coordinators.</p>

	<ul style="list-style-type: none"> Understanding the college needs, ALT supported the revisions to faculty workload for Fall 2016. The workgroup will proceed with making the additional revisions for approval to the faculty workload policy. ALT discussed the best way to share this information with divisions. 	
Essential Agenda Additions	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> An email has been shared with the AD's discussing free PD opportunities. The AD's were advised to review the email and respond to the AD of Distance Learning. The New Horizons Conference has been cancelled for 2016. 	
Ongoing Item(s) Update	<p>Susan opened the floor for discussion.</p> <p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> The committee will meet Thursday, March 10th. <p>ALT/Adjunct Faculty Workgroup</p> <ul style="list-style-type: none"> No updates. <p>ALT/PIM</p> <ul style="list-style-type: none"> No Updates. <p>BRAC</p> <ul style="list-style-type: none"> The committee met last Friday, March 4th. The committee focused on formalizing long-range goals on cutting costs and revenues. The committee is focusing on the student centered part of the mission. <p>Division Meetings</p> <ul style="list-style-type: none"> No Updates. <p>Morale Booster/Engagement</p> <ul style="list-style-type: none"> No Updates. <p>What Marketing Needs to Know</p> <ul style="list-style-type: none"> No updates. <p>Academics Leadership Team Calendar-see below</p> <ul style="list-style-type: none"> The VP of AWD met with SDEM to discuss assigning course fees. The AD's were advised to begin looking at courses that will need course fees assigned. Several dates were discussed: mid-February courses will need to be identified for Summer; April 24th courses will need to be identified for Fall. Please send updates to The VP of AWD. 	
KSU Transfer Representative	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> Luv Robertson will be serving as KSU's new Transfer Enrollment Coordinator and will begin her new role on March 16th. Luv will still play an active role at BCTC assisting in the Transfer Center to promote KSU and recruit BCTC students as the Transfer Coordinator. Barbara Thomas will serve as the interim Senior Administrative Assistant, effective March 8th. 	
LET/Academic Council Updates	<p>Susan opened the floor for discussion.</p> <p>ALT</p> <ul style="list-style-type: none"> An internal search will be conducted to fill two Academic Dean positions. The position will not be termed. ALT discussed the position requirements and how the role will assist in creating a structure to accommodate all of the changes taking place at the college. <p>Academic Council</p> <p>KCTCS College-readiness Committee</p>	

	<ul style="list-style-type: none"> A detailed letter addressing our college's concerns has been shared with the committee. The committee is currently looking at placement and the co-requisite model. The VP of AWD will share information with the AD's as the process unfolds. <p>LET</p> <p>Moloney Building</p> <ul style="list-style-type: none"> The college discussing the possibility of UK paying to use part of the Moloney Building by Fall 2016. At this point, there has been little discussion and it is unlikely. The VP of AWD advised the AD's to be mindful of this possibility. <p>Fall Kick-off</p> <ul style="list-style-type: none"> The Fall Kick-off will be August 5th. The AD's were advised to mark this date on their calendars. 	
Upcoming Deadlines	<p>March</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 Academic Holidays (Saturday-Friday Spring Break)</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 Academic Holidays (Friday-Sunday Good Friday)</p>	<p>ALT</p> <p>The VP of AWD reminded AD's of the advising training on March 22nd.</p> <p>AD's were advised to hold Thursdays for ALT meetings for the remainder of the Spring semester.</p>
Adjournment	Meeting adjourned at 3:45 p.m.	
Next Meeting(s)	Tuesday, March 22 nd , 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Debbie Holt	