

Academics Leadership Team Meeting Minutes		
Date: March 22, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Debbie Holt Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Ben Worth, Melanie Williamson, Susan Hayes, Shirley Whitescarver, Steve White, Karen Mayo		
Guest(s): Mike Franklin, Yasemin Congleton, Pam Bates		
Agenda/Issue	Discussion	Action
Perkins Update	<ul style="list-style-type: none"> An overview of Perkins funding for FY2017 was presented. Mike announced that April 15 is the deadline for FY2017 Planned Use of Funds Forms to be completed and submitted. ADs received an email notice concerning the deadline for the Planned Use of Funds Forms. Other areas will receive email notices. Approval notification – July 1, 2016. For IT requests, a Planned Use of Funds Form needs to be completed and submitted. PD requests are to be submitted to Miranda Hines for PD Committee approval. For PD requests, the Planned Use of Funds Form is no longer needed. 	
Advising Training	<ul style="list-style-type: none"> Advising training was presented by Yasemin and Pam. Orientation dates and locations have been set, and the schedule will be distributed. Upcoming orientations will include two new areas, Academic Expectations and Careers. The Dean of Academic Support discussed the new Dual Orientation that has been added. Presenters noted that Advising training modules are always available to faculty online, and division specific training can be done. They added that Miranda Hines is developing a PD calendar. On April 15, the KCTCS Technology Summit will include Visual Schedule Builder training that will be presented by Kim Hayden at the Systems Office. On April 29, additional Advising training will be provided at BCTC in two sessions – a morning session (8:30 a.m. – 11:30 a.m.) and an afternoon session (1:30 p.m. – 4:30 p.m.). Advising survey results were shown in PowerPoint and discussed during the training. Members were encouraged to provide feedback on assigned advising. It was noted that communication is key to advising and implementing advising methods. 	
Approval of ALT Minutes from 03/08/16	<ul style="list-style-type: none"> Minutes of the 03/08/16 were approved. 	
Good News	<ul style="list-style-type: none"> Outstanding accomplishments were recognized of 3 students who are semifinalists for the Jack Kent Cooke Transfer Scholarship Program and another student who is a member of Phi Theta Kappa and has been named a NASA Community College Aerospace Scholar. In addition, the approval of a new Pharmacy Tech Program was announced which has been funded 100% by outside sources (UK and Trains) and the Dean of Academic Support and the Interim Academic Dean (Natural Sciences, Nursing, and Allied Health) were commended for their work on securing the new program. It was announced that a student's work has been published in the area of Biotechnology and Environmental Science. 	
Academic Dean Positions 2016-2017	<ul style="list-style-type: none"> After a brief overview and a short discussion about the position requirements, the VP of AWD requested that members send him two to three recommendations from each Division for the Academic Dean Search Committee. 	ADs were requested to submit two to three recommendations from each Division to the VP of AWD for the Academic Dean Search Committee.

April 1 All Academic and Workforce Meeting	<ul style="list-style-type: none"> After a lengthy discussion, the VP of AWD invited members to attend an all-academics (academic/workforce faculty and staff) meeting and to mark their calendars for Friday, April 1, 2016, at 1 p.m. on the Newtown Campus at the Megowan Building Gymnasium. 	
Summer Boot Camp	<ul style="list-style-type: none"> It was announced that BCTC will hold a Summer Boot Camp July 18, 19, 20, and 21 to prepare students to retest in English and Math. A three hour morning session will include Math tutoring. English and Reading tutoring will be scheduled in the afternoon. 	
Computer Requirements for Courses	<ul style="list-style-type: none"> It was recommended that computer requirements for courses be included in the class syllabus. After a brief discussion, the group requested that computer requirements for courses be added to the syllabus checklist and updated in the online recommendations. At the April 8 Coordinator's meeting, syllabus language will be provided. 	
Awards	<ul style="list-style-type: none"> It was requested that members make recommendations to Miranda Hines for Awards. 	Members were requested to make recommendations for Awards to Miranda Hines by March 31.
2016 Fall Kickoff: <i>Kickoff to Student Success</i> Call for Proposals	<ul style="list-style-type: none"> The VP of AWD requested that all members submit a program proposal to Miranda Hines for the 2016 Fall Kick Off. Members were encouraged to consider their areas of expertise and what they can offer. 	Members were requested to submit a program proposal for the 2016 Fall Kick Off to Miranda Hines by April 17.
Follow-up from ALT Minutes	<p>PPE Planning/Review-common goals/items</p> <ul style="list-style-type: none"> ADs were advised to focus on targeted goals for faculty and coordinators. After a quick review, the VP of AWD tabled the discussion until March 24 when it will continue. 	ADs were advised to focus on targeted goals for faculty and coordinators.
Essential Agenda Additions	<ul style="list-style-type: none"> No Additions. 	
Ongoing Item(s) Update	<p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> The committee met on Thursday, March 10. <p>Academics Leadership Team Calendar – see below</p>	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The topic of the meeting was the budget. BRAC report continues to be reviewed. Course caps for online classes were discussed. 	
Upcoming Deadlines	<p>March</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>April</p> <p>Apr. 1 Division Meetings</p> <p>Apr. 1 Textbooks for Fall 2016 semester due to Barnes and Noble Bookstore</p> <p>Apr. 1 Annual faculty evaluation process completed by Assistant Deans and Deans</p> <p>Apr. 5 ALT Chair Academy Nominations Considered</p> <p>Apr. 5 ALT identifies summer Assistant Dean assignments</p> <p>Apr. 5 Academics Budgets Swept</p> <p>Apr. 8 Faculty Council meeting 1:30-3:30, Newtown Campus</p>	

	Apr. 8 Apr. 12 Apr. 22	Coordinator Meeting 10:00-Noon, Newtown Campus Academics web content review Division meetings	
Adjournment	Meeting was adjourned at 4:25 p.m.		
Next Meeting(s)	Thursday, March 24, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Greg Feeney		