

Academics Leadership Team Meeting Minutes		
Date: March 24, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Greg Feeney Recorder: Barbara Thomas
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, Karen Mayo		
Guest(s): Vicki Partin, Beth Healand, Pam Bates		
Agenda/Issue	Discussion	Action
Essential Agenda Additions	<ul style="list-style-type: none"> No additions. 	
Good News	<ul style="list-style-type: none"> A member announced that BCTC has been awarded a Lightweight Innovations for Tomorrow (LIFT) Grant that is just under \$70,000. The grant is a work and learn opportunity for high school students and provides for targeted marketing and recruitment. 	
Scheduling	<ul style="list-style-type: none"> Vicki Partin presented a detailed overview of scheduling and provided a 2016-2017 Academic Scheduling Coordinator Calendar and a 2016-2017 Academic Class Scheduling Calendar in hard copy. Grids and room ownership have been sent out for review. Scheduling information will be posted on the BCTC website on March 28, 2016. Ownership will be listed by name/special events. It was noted that special consideration was given to efficiency and to creating student friendly room assignments by making sure there were opportunities for students in the different day patterns. Regional directors provided input for their campuses. Additional grid has been created for Georgetown contingent upon opening of new campus. After new Georgetown Campus opening and roll out plan is announced, then scheduling will take place. Kevin will oversee room ownership for his programs at Georgetown and can make recommendations for other classes that will be held at Georgetown based upon the place they will work best. If there are room preferences for Georgetown, let Karen know. A member noted that Scott County High School has informed the college they want to provide the opportunity for their students to take general education classes at the new Georgetown Campus. 	
Curriculum Review	<ul style="list-style-type: none"> Beth Healand gave a comprehensive overview of the Curriculum Process Workgroup's course and curriculum recommendations. A handout was provided that included the recommendations and the current process, timeline, and responsibilities for each recommendation; the new program proposal recommendations; and the training recommendation. The Curriculum Process Workgroup's recommendations have been given to Faculty Council and to all faculty. Members expressed some concerns about pre-requisites. After members discussed the recommendations, Beth noted that minor revisions will be made. 	
Fall 2016 Course Fees Process	<ul style="list-style-type: none"> An overview was given on the course fees process for Fall 2016, and a discussion followed. Members agreed upon an interim process for Fall 2016 as outlined below. Karen will communicate this information to David in the bookstore and Becky. <p style="text-align: center;"><u>Interim Process for Fall 2016 – If additional book fee requests need to be made for Fall 2016, the following process will be followed.</u></p>	Members were asked to communicate temporary process for Fall 2016 to their coordinators.

	<ul style="list-style-type: none"> ○ Coordinators will communicate directly to David in the bookstore any new/additional book fees by April 24, 2016. ○ David will communicate to Becky the book fees for Fall 2016. ○ April 24th is the deadline! 	
Adjunct Orientations for Fall 2016	<ul style="list-style-type: none"> ● After a brief overview of the Fall 2016 adjunct orientations, it was noted that dates have been set for the orientations that will be held at Cooper, Newtown, Leestown, and online and that a draft agenda has been put together. ● A member suggested having a short opening session followed by interactive group sessions. ● Another member requested that Workforce adjuncts be invited to the orientations. 	
Faculty Vacation	<ul style="list-style-type: none"> ● A member provided the group with an updated Faculty Vacation Planning Sheet for use as a planning tool/document. ● Members were reminded that faculty get 22 vacation days, and a discussion followed. ● A member reminded the group about the requirement to complete absence forms. ● Another member volunteered to create a revised Faculty Vacation Planning Sheet in a user friendly format. 	ADs agreed to include the Faculty Vacation Planning Sheet when working on PPEs with their faculty.
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> ● Utilize our resources. ● Respect our workflow. ● Help college move forward. 	
Follow-up from ALT Minutes	<p>PPE Planning/Review-common goals/items</p> <ul style="list-style-type: none"> ● ADs agreed to focus on targeted goals for faculty and coordinators. <p>Faculty Vacation</p> <ul style="list-style-type: none"> ● ADs agreed to include the Faculty Vacation Planning Sheet when working on PPEs with their faculty. ● A member volunteered to create a revised Faculty Vacation Planning Sheet in a user friendly format. 	<p>ADs were advised to focus on targeted goals for faculty and coordinators.</p> <p>ADs agreed to include the Faculty Vacation Planning Sheet when working on PPEs with their faculty.</p> <p>A member agreed to create a revised Faculty Vacation Planning Sheet in a user friendly format.</p>
Ongoing Item(s) Update	<p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> ● Substitution waivers were discussed in SDEM. A member requested that faculty coordinators/advisors be reminded to complete a substitution waiver when a student's academic record varies from the prescribed curriculum and to submit it to AD for approval and then send it on to Records. ● It was noted that graduation audits are in process, and members need make sure academic requirements are being met. <p>Academics Leadership Team Calendar – see below</p>	
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>	

	April Apr. 1 Division Meetings Apr. 1 Textbooks for Fall 2016 semester due to Barnes and Noble Bookstore Apr. 1 Annual faculty evaluation process completed by Assistant Deans and Deans Apr. 5 ALT Chair Academy Nominations Considered Apr. 5 ALT identifies summer Assistant Dean assignments Apr. 5 Academics Budgets Swept Apr. 8 Faculty Council meeting 1:30-3:30, Newtown Campus Apr. 8 Coordinator Meeting 10:00-Noon, Newtown Campus Apr. 12 Academics web content review Apr. 22 Division meetings	
Adjournment	Meeting was adjourned at 4:05 p.m.	
Next Meeting(s)	Tuesday, March 29, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Vicki Wilson Thursday, March 31, 3:00-4:00, Newtown Campus Conference Room 123 Facilitator: Greg Feeney; Guest: Val Zeps	