

<b>Academics Leadership Team Meeting Minutes</b>		
Date: March 29, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Vicki Wilson 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, Angie King		
Guest(s): None		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome and Good News	<ul style="list-style-type: none"> <li>A small-scale Laundry Building replica was made by a division, and they enjoyed sharing it with the group.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>Fall 2016 Course Fees Process</li> <li>At the previous meeting, members agreed upon a temporary process for Fall 2016. At today's meeting, it was decided that the deadline for the Fall 2016 course fees for books will be extended to Monday, April 25, 2016. Karen will communicate this date change to David in the bookstore and to Becky.</li> </ul> <p style="text-align: center;"><b><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></b></p> <ul style="list-style-type: none"> <li>○ <b>Coordinators will communicate directly to David in the bookstore any new/additional book fees by April 25, 2016.</b></li> <li>○ <b>David will communicate to Becky the book fees for Fall 2016.</b></li> <li>○ <b>April 25<sup>th</sup> is the deadline!</b></li> </ul>	Members were asked to communicate the temporary process for Fall 2016 to their coordinators, and the deadline will be extended to Monday, April 25, 2016.
Follow-up from ALT Minutes	<p><b>PPE Planning/Review-common goals/items</b></p> <ul style="list-style-type: none"> <li>There was a short discussion about PPEs. Group will revisit as PPE Planning/Review continues.</li> </ul> <p><b>Faculty Vacation</b></p> <ul style="list-style-type: none"> <li>A member created a revised Family Vacation Planning Sheet in a user friendly format in Excel and in a PDF with default dates. During a brief discussion about the revised forms and time sheets, a member brought up time cards. The group will consider the use of each revised form and revisit at April 5 meeting after clarification on required documentation for summer.</li> </ul>	Clarification was requested on required documentation for summer.
College-Wide Coordinator Meeting Agenda for April 8	<ul style="list-style-type: none"> <li>An overview of the agenda for the April 8 Coordinator's Meeting was presented and a draft agenda was provided in hard copy.</li> <li>Group was reminded that it's the last Coordinator's Meeting of the academic year.</li> <li>Feedback on the agenda was requested.</li> <li>Group decided to include brief update of Perkins funding.</li> <li>For online classes, a member agreed to create a form designed to be used as a faculty expectation checklist and documentation. After the April 8 Coordinator's Meeting, the user friendly form will be distributed to ALT, faculty scheduled to teach online classes, and DOMs.</li> </ul>	ADs will remind faculty about April 8 Coordinator's Meeting which will be held at Newtown from 10:00 a.m. to noon in Room 002.  A member agreed to create a form designed to be used for online classes as a faculty expectations checklist and documentation.
Highly Automated Classes	<ul style="list-style-type: none"> <li>A member gave a presentation about highly automated classes that included an Instructor Engagement Survey.</li> <li>During the presentation, a highly automated course definition was provided and course capacity guidelines were discussed.</li> <li>A work group met before ALT and provided additional suggestions for engagement activities for 2016-2017.</li> </ul>	A work group encouraged programs to lead discussions about engagement and bring feedback to ALT at the next meeting which will be held on April 5.

	<ul style="list-style-type: none"> <li>• A member inquired about possible changes from the KCTCS Distance Learning Committee.</li> <li>• That member added that BCTC focuses on retaining our students.</li> <li>• It was noted that engagement leads to retention.</li> <li>• The work group is considering doing a presentation on instructor engagement at the 2016 Fall Kick Off so that implementation could be planned and possibly occur in the Spring of 2017.</li> <li>• A suggestion was made that coordinators work with faculty to examine their online classes for instructor engagement, general education competencies, and retention.</li> <li>• There was a brief discussion about course caps for online classes and utilization of a Master Teacher Model.</li> </ul>	
All Academic and Workforce Meeting	<ul style="list-style-type: none"> <li>• An overview of the format for the All Academic and Workforce Meeting was provided. There will be an opportunity for questions and comments.</li> </ul>	All Academic and Workforce Meeting will be held on Friday, April 1, 2016, at 1 p.m. on the Newtown Campus at the Megowan Building Gymnasium.
Summer Coverage	<ul style="list-style-type: none"> <li>• A Summer 2016 Planning and Resources document was presented in draft format for summer coverage, and it was discussed.</li> <li>• It was noted that the college is cutting way back on summer coverage.</li> <li>• All support will be housed at the Newtown Campus.</li> <li>• A Dean will always be available at Newtown during the summer.</li> <li>• Some will be serving as backup in other areas.</li> </ul>	VP of AWD requested that ADs who are interested in serving as an AD for Summer I and/or Summer II send him an email by 4:00 p.m. next Wednesday, April 6.
Ongoing Item(s) Update	<p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>• SDEM met last week. 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.</li> <li>• It was noted that graduation audits are in process, and members need make sure academic requirements are being met.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>• Group will meet next Tuesday, April 5.</li> </ul> <p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>• Group scheduled to meet at 9:00 a.m. on Friday, April 1.</li> </ul> <p><b>Division Meetings</b></p> <ul style="list-style-type: none"> <li>• Division meetings will be held on Friday, April 1.</li> </ul> <p><b>Academics Leadership Team Calendar – see below</b></p>	<p>At Division meetings on Friday, April 1, ADs agreed to remind faculty of the following:</p> <ol style="list-style-type: none"> <li>1. To complete and submit Substitution Waivers when needed;</li> <li>2. To make nominations for elections; and</li> <li>3. About Coordinator's Meeting on April 8.</li> </ol>
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>• BCTC is hosting the President's Leadership Team this week.</li> <li>• Phone dialing changes were announced.</li> <li>• In house calls will begin with a 6 instead of 5.</li> <li>• If another college is called, the entire phone number must be dialed.</li> <li>• If mileage to other colleges is paid, it will be taxed.</li> <li>• Payment for travel will only be considered from the home campus to another regional campus.</li> <li>• Information was requested concerning mileage for faculty who will be traveling to teach.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>• Scheduled to meet Thursday, March 31.</li> </ul>	<p>ADs agreed to send VP of AWD names of full-time and part-time faculty who will be traveling to teach at other colleges by 4:00 p.m. on Thursday, March 31.</p> <p>ADs were requested to send a list of their faculty with their normal load and additional course to VP of AWD.</p>

Upcoming Deadlines	<b>April</b> 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	Item (ALT Chair Academy Nominations Considered) will be taken off of Academics Leadership Team Calendar next year.
Adjournment	Meeting was adjourned at 3:45 p.m.	
Next Meeting(s)	Thursday, March 31, 3:00-4:00, Newtown Campus Conference Room 123 Facilitator: Greg Feeney; Guest: Val Zeps	