

<b>Academics Leadership Team Meeting Minutes</b>		
Date: April 5, 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, Melanie Williamson, Susan Hayes, Shirley Whitescarver, Steve White, Karen Mayo, Angie King, Pam Hatcher		
Guest(s): None		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome and Good News	<ul style="list-style-type: none"> <li>It was the consensus of the group that the Academics All Faculty and Staff Meeting held at the Newtown Campus on April 1, 2016 went well.</li> <li>The group commended Biotechnology for holding a very productive and informative advisory board meeting. Guest speaker Linnea Fletcher, Biotechnology Department Chair at Austin Community College (Austin, Texas), was described by the group as dynamic, inspiring, brilliant, and personable.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>There was a short discussion about the upcoming Coordinator's Meeting scheduled for Friday, April 8.</li> <li>It was determined there is a need to do a break out session for technical programs at the meeting.</li> <li>Other agenda items discussed for the Coordinator's Meeting were general education competencies, PPE goals, faculty expectations, engagement for online classes, and submission of PIM forms that include digital marketing dates.</li> <li>After a brief discussion about faculty PPEs, the deadline was set for April 29, 2016. Submit PPEs in hard copy to Beverly Drake in the BCTC Human Resources Department on or before April 29, 2016.</li> <li>Staff PPEs will be completed online.</li> <li>Grants were discussed, and members were encouraged to look for grant opportunities and to work with the BCTC Director of Grants.</li> <li>Members were also encouraged to think about PD for fall and to consider presenting with someone else who is good with grants or partnering with another person or division.</li> </ul>	<p>April 8 Coordinator's Meeting will be held at the Newtown Campus in Room 002 from 10:00 a.m. to noon.</p> <p>Submit PPEs in hard copy to Beverly Drake in the BCTC Human Resources Department on or before April 29, 2016.</p>
Follow-up from ALT Minutes	<p><b>PPE Planning/Review-common goals/items</b></p> <ul style="list-style-type: none"> <li>PPEs common goals/items were discussed. Group will revisit as PPE Planning/Review continues.</li> <li>Retention, success, support, and engagement were identified as goals for PPE planning.</li> <li>After a brief discussion about requirements for professional development, it was suggested that common goals be established that lead to and fulfill professional development requirements including the amount of professional development needed.</li> <li>Ethical Reasoning was briefly discussed and then tabled for further consideration.</li> </ul> <p><b>Faculty Vacation</b></p> <ul style="list-style-type: none"> <li>After a discussion about faculty vacation, members were informed that the BCTC Payroll Department will process Faculty Vacation Forms after they have been completed by faculty and submitted by ADs/supervisors. It was noted that faculty have 22 vacation days.</li> <li>Members inquired about the process for amendments.</li> </ul>	<p>Clarification was requested on the Faculty Vacation Form completion requirements and on the process for amendments.</p>
MOAs	<ul style="list-style-type: none"> <li>There was a short discussion about MOAs and concern was expressed about additional requirements that could possibly add to program expense.</li> </ul>	
Summer Contingency Plans	<ul style="list-style-type: none"> <li>Summer contingency plans were discussed and are due Tuesday, April 26, 2016.</li> <li>Information for coordinators can be found on the new blackboard e-community.</li> </ul>	<p>Summer contingency plans are due Tuesday, April 26, 2016.</p>

SACS Reporting	<ul style="list-style-type: none"> <li>• A lengthy discussion was held about reporting substantive changes to SACS.</li> <li>• Expectations for reporting were discussed along with information about credentials and the requirements when 25% or more of a credential is provided at an approved, off campus site. Dual Credit courses in the areas of Math and English that are taught at George Rogers Clark High School was one example given.</li> <li>• It was noted that in some cases SACS requires notification three to six months before implementation.</li> <li>• Reporting for the new Georgetown Campus was mentioned and briefly discussed.</li> <li>• Members decided to put a notification process in place immediately that will occur once a year. ADs will provide a list to Deans that includes the course, certificate, location, instructor, and date of change or implementation.</li> <li>• A suggestion was made to provide information at the 2016 Fall Kick-Off about SACS requirements and the process for reporting substantive changes.</li> <li>• It was noted that SACS will visit the college again in 5 years.</li> </ul>	For SACS reporting, members will send Rebecca Simms a list of any substantive changes that have been made in the last two years on or before May 1, 2016.
<p>Debriefing - All Academic and Workforce Meeting</p> <p>Division Meetings</p> <p>Next Steps</p>	<ul style="list-style-type: none"> <li>• On Friday, April 1, 2016, an All Academic and Workforce Meeting was held at 1 p.m. on the Newtown Campus at the Megowan Building Gymnasium. President Augusta Julian; Vice President Lisa Bell, Finance and Operations; and Vice President Greg Feeney, Academics and Workforce Development, welcomed faculty and staff and spoke to the group about the state of the college's budget. Approximately 150 faculty and staff attended the meeting. There was an opportunity for questions and comments, and the meeting concluded at 3:00 p.m.</li> <li>• It was mentioned that Academics is considering the possibility of having another All Academics Faculty and Staff Meeting starting with the week after finals in Fall 2016.</li> <li>• It was noted that Division meetings were engaging with good questions and discussions.</li> <li>• ADs discussed the next steps they will take with the faculty in their Divisions to determine the additional workload (3 credit hours or 4 contact hours per year or 6 hours per week for 16 weeks) for 2016-2017.</li> <li>• If a cost saving measure is requested for the additional workload such as work in Advising, Tutoring, or another area, the requesting faculty member will submit a list of the days and the range of times on those days they will be available at each campus within the 2016-2017 contract period.</li> <li>• Deans will provide deadlines and guidance to the ADs concerning the 2016-2017 faculty workload.</li> </ul>	Deans will send ADs guidance on faculty workload and the deadline for submission of workload requests for 2016-2017.
Ongoing Item(s) Update	<p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>• SDEM will meet on Thursday, April 7.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>• A member reported that Coordinators need to complete PIM forms and submit them along with the dates before digital marketing plans can be implemented.</li> <li>• That member sent out the request again for Coordinators to complete and submit the PIM form and to provide Sarah Dudik with dates for digital marketing.</li> <li>• Another member added that it would be good to provide information about this at Coordinator's Meeting on April 8. Afterwards a member agreed to ask Laura Lynch to present with her on the topic of digital marketing at the Coordinator's Meeting.</li> <li>• It was noted that another PIM meeting will be scheduled after the dates and PIM forms have been received from Coordinators.</li> </ul>	<p>ADs will request that Coordinators complete PIM form and submit it and the dates to Sarah Dudik so the digital marketing plans can be implemented.</p> <p>A member agreed to ask Laura Lynch to present with her on the topic of digital marketing at the Coordinator's Meeting.</p>

	<p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>Meeting was held on Friday, April 1. The budget deficit was the topic of discussion. During the meeting, it was noted that Elizabethtown Community and Technical College is laying off over 30 employees. The next meeting is scheduled for April 15.</li> </ul> <p><b>Division Meetings</b></p> <ul style="list-style-type: none"> <li>Division meetings were held on Friday, April 1.</li> </ul> <p><b>Morale Booster</b></p> <ul style="list-style-type: none"> <li>Members were asked to consider organizing activities that Divisions can do, as the semester ends and again in the fall after the Fall Kick-Off, that are enjoyable for faculty.</li> </ul> <p><b>Academics Leadership Team Calendar – see below</b></p>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>The budget was reviewed.</li> <li>It was mentioned that recharges to the System will increase in 2016-2017.</li> <li>Requests for new positions and the lack of funding for them was discussed.</li> <li>Ideas on how to expand with minimal investment were discussed.</li> <li>Fees are being considered at the System.</li> <li>It was noted that implementation of phone dialing changes went smoothly.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>Met on Thursday, March 31.</li> </ul>	
Upcoming Deadlines	<p><b>April</b></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> <p>Apr. 8 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Apr. 12 Academics web content review</p> <p>Apr. 22 Division meetings</p> <p>Apr. 22 Classes open for late registration (all summer terms)</p> <p>Apr. 26 ALT members submit completed Spring 2017 room grids for Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft</p> <p>Apr. 26 Assistant Dean Submits Summer/Fall Course Schedule Contingency Plans to Dean</p> <p>Apr. 29 Regional Campus Spring 2017 class schedule meta-analysis; division room swap [8:30-10:00; Newtown Campus Conference Room]</p> <p><b>May</b></p> <p>May 1 Letters for local promotions—Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office</p> <p>May 1 End of class work</p> <p>May 2-8 Final exams</p>	
Adjournment	Meeting was adjourned at 3:30 p.m.	
Next Meeting(s)	Tuesday, April 12, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Pam Hatcher	