

Academics Leadership Team Meeting Minutes		
Date: April 12, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Pam Hatcher 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, Ben Worth		
Guest(s): Yasemin Congleton		
Agenda/Issue	Discussion	Action
Welcome and Good News	<ul style="list-style-type: none"> Members were welcomed to the meeting and good news was shared. A member announced that Dr. Deborah Davis, Interim Biotechnology Coordinator; Stephanie Stoelb, Biotechnology Instructional Specialist; and Dr. Jeanne Wages, Biology Department, worked together to secure a DNA sequencer position which has been funded by a source for 3 years at \$50,000 plus benefits. In addition, it was announced that Larry Porter, Instructional Specialist for Natural Sciences, recently took students to Western Kentucky to participate in a 3-year grant funded program using an electron microscope to work with a virus in the bacterial phase that has been isolated from the soil. Two other members recently met BCTC graduates who are very successful in their fields, one at Comfort Air and the other recently promoted to assistant branch manager at Hertz. Members noted that BCTC students are doing great things. 	
Summer Advising – Yasemin Congleton	<ul style="list-style-type: none"> Yasemin Congleton gave a detailed overview of Summer Advising. Summer advising dates are May 12, 16, 17, and 18, 2016. She noted that every faculty member is required to do two hours of advising in the summer. Then she announced that a general advising day will be held on Thursday, May 5, 2016, at the Newtown Campus from 9:00 a.m. to 5:00 p.m. Technical faculty may advise that day, too. It is an eight-hour commitment, and it will count as an August requirement. However, faculty will still need to advise two hours in their offices in August. Gen Ed and Technical advisors will be needed for the Summer Orientations. Faculty advisors and freshmen advisors will be together during the Summer Orientations. There will be two Advisor Training Sessions. One session will be held at the Technology Summit on April 15 at the Newtown Campus and can still count as this year's PPE or it can count for next year. A training session for the Summer Orientations will be held on April 29, 2016. It can count on this year's PPE or it can count for next year. Advising appreciated the dedication of faculty who worked at the Summer Orientations last year. Members discussed the possibility of doing a potluck for advisors this year. Yasemin noted that advisees will be assigned in mid-September for the upcoming year. 	
Approval of ALT Minutes from 03/22/16, 03/24/16, 03/29/16, and 04/05/16	<ul style="list-style-type: none"> Minutes from the meetings on 03/22/16, 03/24/16, 03/29/16, and 04/05/16 were approved. 	

Follow-up from ALT Minutes	<p>PPE Planning/Review-common goals/items</p> <ul style="list-style-type: none"> • PPEs common goals/items were discussed. Group will revisit as PPE Planning/Review continues. • Retention, success, support, and engagement were identified as goals for PPE planning and how it ties to strategic plan. • A member asked the group to consider what Workforce can do to help support college initiatives. <p>Faculty Vacation</p> <ul style="list-style-type: none"> • After a brief discussion about faculty vacation planning, it was noted that faculty will submit a completed form to their ADs for approval that lists the dates of their 22 vacation days. <p>Summer Contingency Plans</p> <ul style="list-style-type: none"> • Summer contingency plans are due Tuesday, April 26, 2016. <p>SACS Reporting</p> <ul style="list-style-type: none"> • 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>ADs will request that Coordinators complete PIM Form and Submit Dates to Sarah Dudik</p> <ul style="list-style-type: none"> • It was noted that Coordinators are encouraged to take full advantage of this marketing opportunity. 	<p>Submit PPEs in hard copy to Beverly Drake in the BCTC Human Resources Department on or before April 29, 2016.</p> <p>Summer contingency plans are due Tuesday, April 26, 2016.</p> <p>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>
Coordinator meeting debriefing	<ul style="list-style-type: none"> • A brief overview of the meeting was provided. • It was noted that Gen Ed Coordinators brought up good topics for Fall 2016. • The facilitators of the meeting were thanked for organizing and facilitating the meeting. • One of the facilitators said that he feels the meetings are always informative. • The other facilitator noted that she appreciated having topics that fit the audience. 	
Faculty workload questions	<ul style="list-style-type: none"> • Some examples of workload were discussed. • It was announced that faculty workload requests are due to ADs on Friday, April 22, 2016. • One member stated that office hours fall under Advising. • It was noted that responsibilities may be adjusted for roles such as instructional specialists. • A brief discussion followed about adjusting PPE percentages. 	Faculty workload requests are due to ADs on Friday, April 22, 2016.
2016 Fall Kick Off	<ul style="list-style-type: none"> • After a discussion about the 2016 Fall Kick Off, members were commended for submitting their program proposals. • After a short discussion about division meetings being scheduled during the 2016 Fall Kick Off, the consensus was that late afternoon would be the best time to hold division meetings that day. • One member requested that everyone keep in mind that Fall Kick Off is a good meeting day for faculty and staff who work at the regional campuses since less travel is required. 	Program proposals for the 2016 Fall Kick Off are due to Miranda Hines on Friday, April 15, 2016.
Board of Regents Ad Astra Report	<ul style="list-style-type: none"> • It was announced that the System Office will be sending reports on room usage and enrollments in order to assess efficiency. • A brief discussion followed about BCTC's procedures. 	
Ongoing Item(s) Update	<p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> • No meeting was held last week. <p>ALT/PIM</p> <ul style="list-style-type: none"> • ADs will continue to remind Coordinators to complete PIM form and submit it and the dates to Sarah Dudik so the digital marketing plans can be implemented. • Robin Haggerty and Lori Houghton are working with Sarah Dudik to publicize a plan for students to explore courses in Humanities. 	ADs will continue to remind Coordinators to complete PIM form and submit it and the dates to Sarah Dudik so the digital marketing plans can be implemented.

	<p>BRAC</p> <ul style="list-style-type: none"> • A member provided information about some topics to be discussed at the meeting on Friday, April 15. <p>Division Meetings</p> <ul style="list-style-type: none"> • Division meetings will be held on Friday, April 22. <p>Morale Booster</p> <ul style="list-style-type: none"> • Members were encouraged to look ahead to next year to establish goals for each division focused on how colleagues can provide potential impact beyond budget such as professional development. <p>Academics Leadership Team Calendar – see below</p>	
Essential Agenda Additions	<ul style="list-style-type: none"> • A member will meet with ADs individually to provide online faculty expectations and to identify highly automated classes. • The end of year recognition will be held May 13, 2016, and members are expected to attend. • Another call was made for summer ADs. • Replacement positions for Respiratory Dental Hygiene were discussed. • Two to three volunteers requested for multi-state project – names needed by Friday, April 15. 	The end of year recognition will be held May 13, 2016, and members are expected to attend.
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • The budget shortfall will continue to be discussed and addressed. • It was noted that the cost neutral nursing positions will be filled. • The APT Retreat will be held Thursday, April 14, 2016, on the Newtown Campus at Megowan. <p>Academic Council</p> <ul style="list-style-type: none"> • No updates. 	The APT Retreat will be held Thursday, April 14, 2016, on the Newtown Campus at Megowan.
Upcoming Deadlines	<p>April</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>May</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 3:10 p.m.	
Next Meeting(s)	Tuesday, April 19, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Rebecca Simms	