

<b>Academics Leadership Team Meeting Minutes</b>		
Date: April 19, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Rebecca Simms 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): Gil Wheeler		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome and Good News	<ul style="list-style-type: none"> <li>Members were welcomed to the meeting.</li> <li>A member shared good news about a college marketing event that took place in Lexington.</li> </ul>	
College Advisory Committee on Promotion	<ul style="list-style-type: none"> <li>Gil Wheeler provided an overview of the work of the College Advisory Committee on Promotion and reported that overall the work of the committee has gone well.</li> <li>He noted that a couple of checklist items are outdated, some notebooks had duplicate information, and candidates are doing too much from assistant to associate.</li> <li>Gil suggested that it would be good to have mentors for those going up for promotion – perhaps two or three people to provide support to candidates.</li> <li>A member suggested that faculty choose mentors from outside their own divisions to give more perspective, especially when going from an associate to a full professor.</li> <li>Another member noted that she stresses that faculty going up for full professor do things outside the college, and she added that it has to be more than faculty do at the college.</li> <li>It was the consensus of the members that it is most important for candidates to do key things at a certain level in order to be promoted.</li> <li>Gil stated that the System meeting was held via Skype. He noted that different colleges used different percentages and it was sent forward to see if percentages could be the same across the board.</li> <li>Members commended Gil Wheeler for his leadership, and the committee members were recognized for their important work.</li> </ul>	
Approval of ALT Minutes from 04/12/16	<ul style="list-style-type: none"> <li>Minutes from the meeting on 04/12/16 were approved.</li> </ul>	
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 and how it ties to strategic plan.</li> </ul> <p><b>Faculty Vacation</b></p> <ul style="list-style-type: none"> <li>Faculty will submit absence forms and a completed Faculty Vacation Planning Sheet that includes the dates of their 22 vacation days to their ADs for approval.</li> <li>A member revised the Faculty Vacation Planning Sheet that was presented earlier in the Spring semester. After some additional adjustments have been made, the revised Faculty Vacation Planning Sheet will be emailed to members.</li> <li>One member shared that division’s process for completing absence forms.</li> </ul> <p><b>Summer Contingency Plans</b></p> <ul style="list-style-type: none"> <li>Summer contingency plans are due Tuesday, April 26, 2016.</li> </ul> <p><b>SACS Reporting</b></p> <ul style="list-style-type: none"> <li>On or before May 1, 2016, members will send Rebecca Simms a list of any substantive changes that have been made in the last two years for SACS reporting.</li> </ul>	<p>PPEs are due April 29, 2016 – send hard copy to Beverly Drake in the Human Resources Department.</p> <p>Summer contingency plans are due April 26, 2016.</p> <p>On or before May 1, 2016, members will send Rebecca Simms a list of any substantive changes that have been made in the last two years for SACS reporting.</p>

	<ul style="list-style-type: none"> <li>It was noted that a fee of \$500 may be associated with each substantive change.</li> <li>A member agreed to contact SACS to obtain more information about the process and fees related to substantive changes.</li> </ul> <p><b>ADs will request that Coordinators complete PIM Form and Submit Dates to Sarah Dudik</b></p> <ul style="list-style-type: none"> <li>It was noted that Coordinators are encouraged to take full advantage of this marketing opportunity.</li> </ul> <p><b>2016 Fall Kickoff Proposals</b></p> <ul style="list-style-type: none"> <li>It was reported that Miranda Hines is very pleased with the program proposals that members submitted for the 2016 Fall Kickoff.</li> <li>It was announced that the deadline for proposals has been extended to Friday, April 22 – email proposals directly to Miranda Hines Hines (<a href="mailto:miranda.hines@kctcs.edu">miranda.hines@kctcs.edu</a>).</li> </ul>	<p>ADs will continue to request that Coordinators complete PIM Form and submit dates for digital marketing to Sarah Dudik.</p> <p>Deadline for proposals extended to April 22 for the 2016 Fall Kickoff – email proposals directly to Miranda Hines (miranda.hines@kctcs.edu).</p>
Faculty workload questions	<ul style="list-style-type: none"> <li>A member inquired about writing a check to the college in place of teaching an extra class, and some members expressed concerns. The request will be taken to LET for consideration.</li> <li>Members discussed workload for all positions as well as faculty.</li> <li>Faculty workload requests are due to Deans this Friday, April 22, 2016.</li> </ul>	Faculty workload requests are due to Deans on April 22, 2016.
Academic Credentials Verification Process	<ul style="list-style-type: none"> <li>A member provided an overview of the Academic Credentials Verification Process and demonstrated how members may access, review, and edit faculty credentials on the ALT team site.</li> <li>If members have questions, they may contact Ben Worth.</li> <li>The consensus of the group was to verify faculty credentials at start of each semester on October 1 and March 1 and to add those dates to the ALT Calendar.</li> </ul>	Faculty credentials will be verified each semester on March 1 and October 1 – and those dates will be added to the ALT Calendar.
Ongoing Item(s) Update	<p><b>ALT/SDEM Workgroup</b></p> <ul style="list-style-type: none"> <li>Workgroup will meet at the end of April.</li> </ul> <p><b>ALT/Adjunct Faculty Workgroup</b></p> <ul style="list-style-type: none"> <li>No updates.</li> </ul> <p><b>ALT/PIM</b></p> <ul style="list-style-type: none"> <li>No updates.</li> </ul> <p><b>BRAC</b></p> <ul style="list-style-type: none"> <li>It was reported that a lengthy meeting was held on April 15 and that one more meeting will be held.</li> <li>BRAC looked at some budget balancing options that have immediate and maximum impact.</li> </ul> <p><b>Morale Booster/Engagement</b></p> <ul style="list-style-type: none"> <li>Members were asked find out what their Divisions need and to provide those faculty needs and ideas to the Deans.</li> <li>After a short conversation about Division needs, some examples discussed were IT related training, professional development in relation to engagement, and social activities.</li> </ul> <p><b>Academics Leadership Team Calendar – see below</b></p>	<p>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> <p>Members were asked find out what their Divisions need and to provide those faculty needs and ideas to the Deans.</p>
Essential Agenda Additions	<ul style="list-style-type: none"> <li>One member shared information about classes that are taught at BCTC without textbook fees. The consensus was to identify those classes, send the information to faculty, and share the information with students and parents.</li> <li>One member inquired about purchasing UK Parking Permits because applications by email are not currently being accepted. It was decided that another member will research it and send out the information before the Division meetings on April 22.</li> <li>Another member stated that a faculty member was concerned about a fire drill taking place during testing and requested that Todd Gray be contacted about it.</li> <li>After a lengthy discussion about faculty engagement for online classes, it was noted that information was shared about it in the Coordinator’s Meeting, feedback was provided, and revisions were made to the new distance learning policy.</li> </ul>	A member will check on the process for purchasing UK Parking Permits and send out the information before the Division meetings on April 22

	<ul style="list-style-type: none"> <li>• A member made a request for volunteers to help with an event that will be held Saturday, April 23, from 10:00 a.m. to 12 noon at the Newtown Campus. It was noted that no prior experience is required to pass out edible bugs.</li> <li>• A member inquired about committees, and the VP of AWD will check on it and get back to ALT.</li> </ul>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>• The budget shortfall continues to be discussed and addressed.</li> <li>• Members were asked to attend the groundbreaking for the Science Education Center at the Newtown Campus on Wednesday, April 20, 2016, at 2:00 p.m.</li> <li>• A new KCTCS Workforce initiative was announced, and a discussion followed the announcement.</li> </ul> <p><b>Academic Council</b> A meeting will be held on Thursday, April 21, 2016.</p>	Members were asked to attend groundbreaking for the Science Education Center at the Newtown Campus on Wednesday, April 20, 2016, at 2:00 p.m.
Upcoming Deadlines	<p><b>April</b></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> <p>May 6 ALT members submit Spring 2017 class schedules to Vicki Partin</p> <p>May 6 Cancellation of Summer Classes</p> <p>May 6 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>May 8 Graduation – 5:00 p.m. at the Frankfort Convention Center</p>	<p>Division Meeting Topics:</p> <p>Angie King – Summer I AD &amp; Summer II AD</p> <p>Faculty Vacation Planning Sheet</p> <p>Absence Forms</p> <p>Parking Permits</p> <p>Late Registration</p> <p>Advising</p> <p>Freshman Orientation</p> <p>Elections</p> <p>Spring Schedule Due Date</p> <p>Graduation – May 8</p> <p>End of Year Recognition – May 13</p> <p>Awards</p> <p>2016 Fall Kickoff</p>
Adjournment	Meeting was adjourned at 4:05 p.m.	
Next Meeting(s)	<p>Tuesday, April 26, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator: Greg Feeney</p> <p>May 6 – ALT Yearend Gathering</p>	ALT Yearend Gathering will be held May 6, 2016.