

Academics Leadership Team Meeting Minutes		
Date: April 26, 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, Ben Worth		
Guest(s): No guests were present.		
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 shared information about three retirements and invited members to a retirement reception. An announcement was made about a member leaving the college for a new position. A member thanked everyone for volunteering and participating in the recent Bugs and Blooms event and for contributing to the Hope Center in memory of Nick Parrish. 	
Approval of ALT Minutes from 04/19/16	<ul style="list-style-type: none"> Minutes from the meeting on 04/19/16 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. <p>Faculty Vacation</p> <ul style="list-style-type: none"> After a discussion about faculty vacation, it was decided that, before leaving for summer, faculty would complete and submit the Faculty Vacation Planning Sheet to ADs for approval that includes the dates of their 22 vacation days. The member who created the Faculty Vacation Planning Sheet will make final revisions and send it out to ADs on Monday, May 2, 2016. <p>Summer Contingency Plans</p> <ul style="list-style-type: none"> It was noted that summer contingency plans are due on April 26, 2016. <p>SACS Reporting</p> <ul style="list-style-type: none"> By 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>ADs will request that Coordinators complete PIM Form and Submit Dates to Sarah Dudik</p> <ul style="list-style-type: none"> A member reported that only a few Coordinators have completed the PIM Form and submitted it and the dates for digital marketing to Sarah Dudik. One member provided information about that Division's marketing initiative and noted that it is cost effective. 	<p>PPEs are due April 29, 2016 – send hard copy to Beverly Drake in the Human Resources Department.</p> <p>Before leaving for summer, faculty will complete and submit the Faculty Vacation Planning Sheet to ADs for approval that includes the dates of their 22 vacation days.</p> <p>A member will make final revisions to the Faculty Vacation Planning Sheet and send it out to ADs on May 2, 2016.</p> <p>Summer contingency plans are due April 26, 2016.</p> <p>By 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> <p>ADs will continue to request that Coordinators complete PIM Form</p>

		and submit it and the dates for digital marketing to Sarah Dudik.
Faculty workload questions	<ul style="list-style-type: none"> After a brief discussion about faculty workload, it was noted that faculty workload requests have been received. 	
Academic Credentials Verification Process	<ul style="list-style-type: none"> A member followed up on the Academic Credentials Verification Process and discussed the changes that have been made to the form on the ALT team site. It was requested that if any of the faculty credentials that have been posted are not legible, then members should email Karen Dearborn about it. 	
Blackboard Single Sign-On	<ul style="list-style-type: none"> A member provided an overview of some changes to Blackboard that include single sign-on and a discussion followed. 	
Graduation Awards Reception	<ul style="list-style-type: none"> After a short discussion about the Graduation Awards Reception, the consensus was that it would be good for the ADs to attend. The VP of AWD will send out a notice to ADs about the Graduation Awards Reception, which will be held at 2:30 p.m. on May 8, 2016. 	VP of AWD will send out a notice to ADs about the Graduation Awards Reception, which will be held at 2:30 p.m. on May 8, 2016.
Peer Evaluations	<ul style="list-style-type: none"> After a lengthy discussion about peer evaluations, it was the consensus of the group to discontinue administering them for the upcoming academic year. 	
Ongoing Item(s) Update	<p>ALT/STEM Workgroup</p> <ul style="list-style-type: none"> A meeting will be held April 28. After a brief discussion, a member offered to take information to the group. <p>ALT/Adjunct Faculty Workgroup</p> <ul style="list-style-type: none"> No Updates <p>ALT/PIM</p> <ul style="list-style-type: none"> It was reported that only a few coordinators have completed PIM Forms and submitted them and the dates to Sarah Dudik. <p>BRAC</p> <ul style="list-style-type: none"> A member reported that one more meeting will be held and the group will be finalizing long-term strategies. <p>Morale Booster/Engagement</p> <ul style="list-style-type: none"> Members were asked to continue to plan for the upcoming academic year with their faculty and to provide faculty needs and ideas to the Deans. <p>Academics Leadership Team Calendar – see below</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 to continue to plan for the upcoming academic year with their faculty and to provide faculty needs and ideas to the Deans.</p>
Essential Agenda Additions	<ul style="list-style-type: none"> After a member announced that one college program is presenting information about that program to Middle College students, it was the consensus of the group for the member to send an email to Coordinators inviting them to sign up on SignUpGenius to do a presentation on their programs. It was noted that it is a great marketing opportunity. During a short discussion about Division meetings, it was noted that elections went well. Then a member inquired about faculty promotions. Members were asked to bring two names, a professor and an associate professor, to the ALT meeting on May 3, 2016. It was noted that three more ALT meetings would be held during this academic year. After a brief discussion about scheduling classes, it was the consensus of the group that Vicki Partin will escrow highlighted classes if she does not hear from the ADs by noon Friday, April 29, 2016. 	For the College Advisory Committee on Promotion, members were requested to bring two names, a professor and an associate professor, to the ALT meeting on May 3, 2016. If unable to attend the meeting, they should give the names to their Dean.

		Vicki Partin will escrow highlighted classes if she does not hear from the ADs by noon on April 29, 2016.
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The budget shortfall continues to be discussed and addressed. After a discussion about graduation and the cords, an idea was presented for veteran cords. A member will follow up with Desiree Marshall, VA Coordinator. Members discussed a 4-day workweek for summer. If any staff members are interested, let Deans know by Wednesday, April 27, 2016. It was requested that Advisory Committee information be updated and placed on the S drive. <p>Academic Council</p> <ul style="list-style-type: none"> A meeting was held on April 21, 2016. 	<p>A member will follow up with Desiree Marshall, VA Coordinator, about graduation cords for veterans.</p> <p>If any staff members are interested in a 4-day workweek this summer, let Deans know by April 27, 2016.</p> <p>It was requested that Advisory Committee information be updated and placed on the S drive.</p>
Upcoming Deadlines	<p>April</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> <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>	
Adjournment	Meeting was adjourned at 3:15 p.m.	
Next Meeting(s)	<p>Tuesday, May 3, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator: Ben Worth</p> <p>May 6 – ALT Yearend Gathering at 4:00 p.m.</p>	ALT Yearend Gathering will be held at 4:00 p.m. on May 6, 2016.