

Academics Leadership Team Meeting Minutes		
Date: May 3, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Ben Worth Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Melanie Williamson, Susan Hayes, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ben Worth		
Guest(s): No guests were in attendance.		
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. One member reported that the areas of History and Political Science hosted an event with a group of more than 70 community members, students, and parents in attendance. It was announced that a BCTC instructor was honored by the UK College of Education as one of the Teachers Who Made a Difference. A member stated that two of that Division's faculty recently appeared in the KCTCS news. Another member served cupcakes in special honor of two members who have served on ALT for a number of years and a member who is leaving the college for a position in another state. 	
Approval of ALT Minutes from 04/26/16	<ul style="list-style-type: none"> Minutes from the meeting on 04/26/16 were approved. 	
Follow-up from ALT Minutes	<p>Faculty Vacation</p> <ul style="list-style-type: none"> Faculty will complete and submit a Faculty Vacation Planning Sheet to their ADs for approval that includes the dates of their 22 vacation days. After a discussion about faculty vacation and different ways to submit the information, the VP of AWD noted that all members are accountable for the same result. A member noted that 11-month and 12-month faculty should complete the Faculty Vacation Planning Sheet for summer 2016. Another member added that training on electronic absence forms would be held at the 2016 Fall Kickoff. <p>Summer Contingency Plans</p> <ul style="list-style-type: none"> A member provided an overview of the Summer Contingency Plans and the group provided feedback. The VP of AWD noted that it is appropriate for the Summer AD and the Academics leadership to make a decision about class scheduling if the other ADs cannot be contacted immediately. <p>SACS Reporting</p> <ul style="list-style-type: none"> A member reported that, as of the May 1, 2016 deadline, no substantive changes have been received for SACS reporting. <p>PIM Form and Dates for Digital Marketing</p> <ul style="list-style-type: none"> Members were asked to hold their completed PIM Forms and dates for digital marketing until further notice. 	
Faculty workload questions	<ul style="list-style-type: none"> As a workload option, a member inquired about the possibility of faculty providing technology training to faculty who have requested technology training. After a brief discussion, it was suggested that the member who inquired about the workload option write up and submit a request to the Dean and the VP of AWD for faculty to provide technology training as a workload option. One member affirmed that currently there are more professional development needs in the area of technology. 	

Organizational Updates	<ul style="list-style-type: none"> • The VP of AWD gave an overview the Reassignment List and the current plans for the upcoming year. • It was announced that Kevin Dunn would be the interim Distance Learning lead. • In addition, it was announced that Peggy Saunier would lead Testing next year, and it was noted that she has a great deal of experience in that area. • Also, it was announced that Laura Lynch would be in a different role as the leader of the Workforce Solutions effort customizing education with business and industry. • A short discussion about promotions followed. 	
Draft Reassignment List	<ul style="list-style-type: none"> • A member distributed a Draft Reassignment List and asked the group to provide any changes needed by noon on Friday, May 6, 2016. 	Members will send VP of AWD any changes to Draft Reassignment List by noon on Friday, May 6, 2016.
Ongoing Item(s) Update	<p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> • It was reported that the workgroup met for its last meeting of the academic year on April 28, 2016. <p>ALT/Adjunct Faculty Workgroup</p> <ul style="list-style-type: none"> • No updates. <p>ALT/PIM</p> <ul style="list-style-type: none"> • One member noted that a meeting has been scheduled. <p>BRAC</p> <ul style="list-style-type: none"> • A member gave a brief overview of the recent work of BRAC. <p>Morale Booster/Engagement</p> <ul style="list-style-type: none"> • Before leaving for summer, members were encouraged to communicate with their Deans about Division needs for the upcoming academic year. • A member will host a yearend ALT gathering on Friday, May 6, 2016. <p>Academics Leadership Team Calendar – see below</p>	Before leaving for summer, members were encouraged to communicate with their Deans about Division needs for the upcoming academic year.
Essential Agenda Additions	<ul style="list-style-type: none"> • After a member inquired about the updates to the BCTC Faculty Credentials on the ALT Team Site, another member discussed the updates with the group. • It was noted that Karen Dearborn would add the additional information, which has already been approved on paper, to the BCTC Faculty Credentials on the ALT Team Site. • Another member noted that Pending files reside within the BCTC Faculty Credentials page on the ALT Team Site and that members can add and update information there, too. • It was noted that Vicki Partin would continue to work with class scheduling. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • After the legislative session and receiving more information about the budget, the shortfall continues to be addressed. • It was announced that President Julian is chairing a committee of the KCTCS President’s Leadership Team that will review Adult Education across the System. • Information was provided about PeopleSoft training for electronic time sheets. The training will be held at the Newtown Campus in the Classroom Building on Thursday, May 12, 2016, in conjunction with the APT meeting. The training will begin at 3:45 p.m., and those who supervise student workers can attend. • It was announced that some changes to parking at the Cooper Campus are in process and should be publicized before Fall 2016. • After a lengthy discussion about program reviews, it was noted that an ALT workgroup would be formed. • It was announced that a tuition increase of \$9 per credit hour has been approved by the CPE. • It was noted that there would be no additional fees besides the current security fee. 	PeopleSoft training for electronic time sheets will be held at the Newtown Campus in the Classroom Building on Thursday, May 12, 2016, in conjunction with the APT meeting. The training will begin at 3:45 p.m., and those who supervise student workers can attend.

	<ul style="list-style-type: none"> • It was announced that the college would move ahead with the Leestown renovation. • After a short discussion about dual credit, it was noted that each high school must have access to three general education classes and three technical classes. <p>Academic Council</p> <ul style="list-style-type: none"> • No updates. 	
Upcoming Deadlines	<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 10, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator: Shirley Whitescarver</p> <p>May 6 – ALT Yearend Gathering at 4:00 p.m.</p>	ALT Yearend Gathering will be held May 6, 2016.