

Academics Leadership Team Meeting Minutes		
Date: May 10, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Shirley Whitescarver Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Pam Hatcher, Vicki Wilson, Melanie Williamson, Susan Hayes, Shirley Whitescarver, Steve White, Angie King		
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 good news about Debbie Holt receiving the Carolyn Beam Award. Another member announced that BCTC's first Informatics Academy Cohort would begin soon. A larger prototype of the Newtown Laundry Building was presented at the meeting. 	
Approval of ALT Minutes from 05/03/16	<ul style="list-style-type: none"> With one correction, taking out Vicki Wilson's name in the Essential Agenda Additions and replacing it with Vicki Partin, the minutes from the meeting on 05/03/16 were approved. 	
Follow-up from ALT Minutes	<p>PPE Planning/Review – common goals/items</p> <ul style="list-style-type: none"> Members were encouraged to share Division needs with their Deans before leaving for summer. It was noted that planning would continue over the summer. <p>Faculty Vacation</p> <p>It was reported that ADs have been receiving completed Faculty Vacation Planning Sheets from faculty in a timely manner in the electronic format that a member designed for convenient faculty use.</p>	Members were encouraged to share Division needs with their Deans before leaving for summer.
Faculty workload questions	<ul style="list-style-type: none"> It was noted that by the end of the week faculty workload assignments are to be made in response to workload requests that were submitted at the end of April. One member followed up on an inquiry from faculty about writing a check to the college instead of teaching an extra class. 	
Summer	<ul style="list-style-type: none"> It was reported that information and guidance has been provided concerning summer leadership and availability for Academics and Workforce Development. It was noted that summer leadership for Academics would rotate; however, the Dean's office at Newtown will not be available to other summer leads since it will already be occupied for summer. 	
Year in Review	<ul style="list-style-type: none"> Members discussed the past year and commended the VP of AWD for the smooth transition of the leadership role and the confidence placed in the members. The members leaving ALT were recognized for their personal attributes and the wide array of their professional contributions to the group and the college. A member noted that, among the colleges, BCTC Academics appears to be one of the best-prepared and aligned budget wise. Another member recognized the hard work and dedication of the member who represented the group on BRAC and those who served on BRAC. 	
Ongoing Item(s) Update	<p>ALT/SDEM Workgroup</p> <ul style="list-style-type: none"> It was reported that no meetings were held in the last week. A lengthy discussion followed about the recent email that Val Zeps, Faculty Council Chair, sent out concerning the proposed KCTC Co-requisite policy and the importance of responding to the email. <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 the group would hold one more meeting during this academic year. 	

	<ul style="list-style-type: none"> A member noted that many video requests for marketing projects have been made for that Division to fulfill and a process needs to be put in place for those requests. <p>BRAC</p> <ul style="list-style-type: none"> It was reported that the group is working on a final report and will recommend continuance of some form of the committee. <p>Morale Booster/Engagement</p> <ul style="list-style-type: none"> Members were asked to find out what their Divisions need and to provide those faculty needs and ideas to the Deans. <p>Academics Leadership Team Calendar – see below</p>	
Essential Agenda Additions	<ul style="list-style-type: none"> A member announced that some community members are interested in holding another Martin Luther King, Jr. Academy of Excellence in June and asked those interested in participating to contact her. It was noted that BCTC summer employees may be able to work a 4-day weekly schedule during June and July if approved by the Dean of each employee's area. After a member inquired about the enrollment number required in order for a summer class to make, there was a brief discussion about it. One of the members in a new role inquired about serving on SDEM. A short discussion followed about the May 2016 graduation. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> A brief overview was provided about the most recent LET meeting and announcements were made about leadership roles. Members were reminded to make sure any missing grades were reported. <p>Academic Council</p> <ul style="list-style-type: none"> Members were encouraged to respond to Faculty Council Chair Val Zeps' email by Friday, May 13, concerning the proposed KCTC Co-requisite policy. 	Members were encouraged to respond to Faculty Council Chair Val Zeps' email by Friday, May 13, concerning the proposed KCTC Co-requisite policy.
Upcoming Deadlines	<p>May</p> <p>May 13 End-of-year Recognition and Retirees' Event May 16 Summer Class Work Begins May 17 Registration Continues Only for Faculty-Approved Classes</p> <p>August</p> <p>August 3 ALT Meeting, 8:30 a.m. – 3:30 p.m., Newtown Campus Conference Room 123 August 5 2016 Fall Kickoff and Division Meetings August 9 Vicki Partin sends 1st Proof of the Spring 2017 Class Schedule to ALT August 11 Cancellation of Classes</p>	
Adjournment	Meeting was adjourned at 3:12 p.m.	
Next Meeting(s)	Wednesday, August 3, 8:30-3:30, Newtown Campus Conference Room 123 Facilitator: Greg Feeney	