

Academics Leadership Team Meeting Minutes		
Date: August 3, 2016 Time: 8:30 a.m.-3:30 p.m.		Facilitator: Greg Feeney Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): President Julian, Vicki Partin, Beth Healander, Mike Franklin		
Agenda/Issue	Discussion	Action
Welcome and Introductions	<ul style="list-style-type: none"> Dr. Greg Feeney welcomed members to the meeting, and they introduced themselves. 	
President Julian	<ul style="list-style-type: none"> Dr. Julian gave an overview of Annual Priorities and Strategic Goals, new Project Teams, professional development, Strategic Enrollment Management (SEM) Plan, workload, and changes to Dual Credit. She provided handouts and explained the development and the structure of the new Project Teams. Before concluding, she gave members the opportunity for questions. 	
Vicki Partin	<p>Scheduling</p> <ul style="list-style-type: none"> Vicki Partin provided an overview of class scheduling, discussed the processes (Opening Escrowed Sections, Cancellation of Classes 3 Tier Process, Class Cancellation Process), and provided handouts. During the overview, it was noted that anything left in escrow would be opened if needed. Vicki requested that coordinators, ADs, and Deans be responsive as notices are sent. She stated that the 80% mark is where a new class is opened. She added that after going through the whole year with this plan, the group would be able to see patterns in the data. The VP of AWD stated that the continuation of this process would be based upon how well the process is working. After a brief discussion about Summer, the group decided that room scheduling would be part of the contingency plan for ADs for Summer, so the Summer AD and those scheduling classes would be able to schedule new rooms immediately. After a short discussion about class cancellations, the consensus of the group was that Vicki Partin will send a notice to the ADs at 3:00 p.m. on Thursday about classes to be cancelled. Then cancellation of classes will take place on Friday at noon. Vicki concluded by stating that the ALT Backpack on the website could be accessed through a link on e-community. 	<p>Room scheduling will be part of the contingency plan for ADs for Summer, so the Summer AD and those scheduling classes will be able to schedule new rooms immediately.</p> <p>Vicki Partin will send a notice to the ADs at 3:00 p.m. on Thursday about classes to be cancelled. Then cancellation of classes will take place on Friday at noon.</p>
Beth Healander	<p>College Readiness/Mandatory Placement</p> <ul style="list-style-type: none"> Beth Helander gave overview of the charge to work on college readiness as the 2016-2017 College Readiness Coordinator. She noted that developmental has changed at the System. She added that Dr. Julian put together a committee that addressed college readiness. She said that Paul Blankenship has provided the Mandatory Placement Policy. She stated that prerequisites and co-requisites have been established. She said that she is planning on working with the group to collect data on the co-requisites. She noted that Paul Blankenship said that KCTCS will be working with each college to implement the use of co-requisites and GPA for placement. COM 252 was mentioned as an example of a co-requisite that worked well. One of the Deans reported the summer Boot Camp, which consisted of an intensive week of instruction, went well. She added that she is collecting data on the Boot Camp and noted that it will be offered to students again in December. Beth said she would work with the Dean on the Boot Camp to support it. 	

	<ul style="list-style-type: none"> Beth said that she is planning to explore some kind of referral system or form that will provide a seamless transition from ABE to college courses. It was noted that many students need help with the transition to college because often they do not have any experience with college or information about it. Beth stated the group is looking at co-requisites in Math, English, and Reading, and they are working to promote mandatory placement. She provided a brief overview of existing readiness initiatives at the college such as the Early Alert Retention System (EARS) and Ready to Work. The VP of AWD noted the Deans would be able to provide additional support with areas such as advising and distance learning. Beth announced that she is presenting a session with Robin Haggerty and Tanya White at the 2016 Fall Kickoff entitled "Mandatory Placement Acceleration: English & Reading," and she added that co-requisites and college readiness can affect all faculty. It was noted that readiness should be included in technical classes and career pathways. It was mentioned that classes could be contextualized with FYE. Beth stated that she is excited to move forward as a group to work on the new initiatives and help students be more ready for college. The VP of AWD noted that college readiness and mandatory placement are state and national initiatives, and this new role will lead the college through the initiatives. 	
Mike Franklin	<p>Perkins Funding</p> <ul style="list-style-type: none"> Mike Franklin provided an overview of the guidelines for Perkins and discussed funding for 2016-2017. He distributed information, provided deadlines, talked about the use of funds, provided information about the process of awarding Perkins funds, and answered questions. In order to obtain Perkins funding, he stated that justification is important. If a faculty member did not submit their planned use of funds form earlier in the year, he said they need to get their quotes and submit that information as quickly as possible. He noted that a quote for equipment must include the delivery date and the freight charge or state that freight is included. For IT quotes, he stated those requests should be sent to Laura Parrish (BCTC IT Department). For professional development requests for Perkins, he said all the paperwork must be completed and submitted, including travel requests (in state and out-of-state). 	
2016-2017 Goals	<p>Four Annual Priorities and Strategic Plan</p> <ul style="list-style-type: none"> Members were asked to tie the 4 Annual Priorities for 2016-2017 and the Strategic Plan to the main initiatives in the program areas during planning so they fit area needs. <p>SEM Plan</p> <ul style="list-style-type: none"> The VP of AWD provided information and a handout about the Strategic Enrollment Management (SEM) Plan and said that it is a document the group will refer to throughout the year. He added that it is part of system wide initiatives and that every college is coming up with a particular plan. He noted there were several work groups involved in developing the plan in which several faculty members participated. The VP of AWD encouraged members to review the SEM Plan, pointed out these are the group's responsibilities within the Strategic Plan, and asked members to contact him if they have any questions. One of the Deans noted there are many things the group is involved in but those things may not directly apply to the group. The consensus of the members was to establish a work group for the SEM Plan. 	

	<p>Specific Academics and Workforce Development (AWD) Goals</p> <ul style="list-style-type: none"> • The VP of AWD said with specific goals set it is an opportunity for Academics and Workforce to make a significant impact on the college. • He noted that, from sharing information about programs and how things have worked and affected the community to classroom management strategies, a great deal can be focused on and done with professional development and support. • He talked about some incredible examples of advising and faculty reaching out to students. • He emphasized to members their role is critical in providing support to faculty. • The VP of AWD also discussed performance based funding. • After a short discussion about professional development, the group decided that PD would be a standard ALT agenda item. <p>AIM</p> <ul style="list-style-type: none"> • Members were requested to review the email from Mary Forbes that was sent on July 27, 2016 concerning AIM. If there are any changes or questions, they were asked to talk to with their Dean about them. <p>Program Advisory Committees</p> <ul style="list-style-type: none"> • It was announced that the Program Advisory Committees Handbook (Section 3.4) has been updated on the BCTC website. <p>PPEs</p> <ul style="list-style-type: none"> • Members were asked to consider how faculty and staff fit into the 4 Annual Priorities and the Strategic Plan. • If members have questions about PPEs, they were encouraged to discuss them with their Dean. <p>Our Leadership</p> <ul style="list-style-type: none"> • The VP of AWD discussed the leadership roles of ALT members and emphasized the opportunities in Academics and Workforce that members have to influence the college. • He pointed out that ALT roles are critical and noted the importance of being actively involved with faculty, providing guidance, and being positive in order to make improvements. • One of the ADs inquired about providing professional development on the importance of change. 	
Academic Organizations	<p>Updated Organizational Chart</p> <ul style="list-style-type: none"> • It was announced that the Academics and Workforce organizational chart has been updated on the website. <p>Fall ALT Meeting Schedule</p> <ul style="list-style-type: none"> • The Fall 2016 ALT meeting schedule was provided. <p>Facilitator List</p> <ul style="list-style-type: none"> • A facilitator list was provided, and members signed up to facilitate ALT meetings. <p>Standard ALT Agenda</p> <ul style="list-style-type: none"> • A handout of a standard ALT agenda was distributed. <p>Minutes</p> <ul style="list-style-type: none"> • An overview of the process for meeting minutes was provided. It was noted that minutes will be posted on SharePoint, ALT can make changes, and minutes will be uploaded to the website once approved. 	

	<p>ALT Calendar</p> <ul style="list-style-type: none"> It was noted that the ALT Calendar is a working document with a list of important reminders. <p>Academic Calendar</p> <ul style="list-style-type: none"> The difference between the Academic Calendar and the ALT Calendar was discussed. <p>BCTC Policy and Procedures Handbook – Section 3: Academics and Workforce Development Policies and Procedures</p> <ul style="list-style-type: none"> It was noted that Section 3 (Academics and Workforce Development Policies and Procedures) of the BCTC Policy and Procedures Handbook has been updated. 	
Area Updates	<p>Pam – Georgetown</p> <ul style="list-style-type: none"> It was reported that Georgetown is on schedule and is targeted to be finished in October/November 2016, moving will take place over the holiday break, and January 2017 classes will be held at the new BCTC Advanced Manufacturing Center located in Georgetown. It was noted the college is using some existing equipment and buying some new equipment for the new BCTC Advanced Manufacturing Center. The Dean of Workforce Development stated the following programs would be moving from Leestown to the new BCTC Advanced Manufacturing Center: Industrial Maintenance (including AMT), CAD, Welding, and Engineering. She noted that ALT members need to tour the new BCTC Advanced Manufacturing Center and that a field trip needs to be scheduled for a group tour. With the move to new BCTC Advanced Manufacturing Center, it was pointed out that everyone needs to make sure that students know they will end their programs at the new Georgetown Campus. Members were asked to refer any questions about the move to Pam Hatcher or Ralph Potter. It was noted that the Advising Coordinator also needs to emphasize those programs are moving to Georgetown. Members were asked to make sure that faculty have a message on their syllabi about the programs moving to Georgetown in the Spring. <p>Karen – PD</p> <ul style="list-style-type: none"> It was announced that Michelle Granville and Ty Sturdivant are new fellows. It was reported that College Readiness is another major initiative of the college that will help students get through their programs as quickly as possible. The Dean of Academics provided an overview the New Faculty Orientation Content Matrix that she has developed. After information was provided about the college’s mentoring program, members were asked to submit names to Karen Mayo of full time faculty members who would be willing to be a mentor and would do a good job of it. An overview was provided of the changes to the New Faculty Seminar Series, and it was reported that the schedule for the series has changed to one Friday per month for three hours. It was noted that the expectation is that all faculty will attend all of the New Faculty Seminar Series, and if they are unable to attend, the ADs and Deans will be notified so they will be able to arrange the supplemental training. It was announced that New Faculty Orientation would be held August 4, 2016 at the Newtown Campus from 1:00-4:00 p.m. in the Classroom Building Conference Room (Room 123). Also, it was announced that Adjunct Orientation would be held August 10, 2016 at the Newtown Campus, from 6:00-7:30 p.m., and it was noted that it is important for ALT to attend. It was reported that Laura Lynch and Jackie Wiseman have agreed to oversee Coordinator training this year. 	<p>Submit names to Karen Mayo of full time faculty members who would be willing to be a mentor and would do a good job of it.</p> <p>The New Faculty Orientation is August 4, 2016 at the Newtown Campus.</p> <p>The Adjunct Orientation will be held August 10, 2016 at the Newtown Campus, from 6:00 p.m. to 7:30 p.m., and it was noted that it is important for ALT members to attend.</p>

- It was announced that the 5th Friday of September (Sept. 30) the college is doing a half-day of professional development on Advising which will include a select number of high quality sessions, and it was noted that everyone in the college is invited to attend.

Tammy – New Building, Nursing

- It was reported that construction has started on the new building at Newtown, and it is on track to be finished in Fall 2017.
- Nursing was discussed, and it was noted that Scott Davis would be in Boyle County coordinating the Nurse Aide Program.
- It was announced that the Surgical Tech Program has been expanded.
- An overview of the new Pharmacy Tech Program was provided, and members were asked to promote it.
- It was noted that Medical Assisting is now located at the Leestown Campus and that Clark Regional is sponsoring Medical Assisting at the Winchester Campus.
- It was reported that Fire Science is located at the Versailles Fire Department and Paramedics, which is part of the Allied Health Program, is located at the Leestown Campus and utilizes part of the Practical Nursing lab.
- Tammy announced that she is working on developing a Medic Major track for the Allied Health Program similar to the Allied Health Science Program at Jefferson. She added that a target date for opening is Fall 2017 at the Leestown Campus.

Rebecca – Testing, LRC/Tutoring, Placement, Dual Credit, General Education Assessment, Faculty Credentialing Process

- The Dean of Academic Support gave an update on testing, placement, dual credit, general education assessment, the LRC/ tutoring, and the faculty credentialing process.
- She announced that Debbie Holt will work with staff as the Faculty Advising Lead and that Joanel Robinson will be transitioning from Leestown to the Tutoring Center and the LRC at Cooper.
- The Dean of Workforce Development added that Carol Crawford has left the college, and the position with AMT no longer exists as it was. A new position will be created in place of that position, and the location for it will be at the new Advanced Manufacturing Center in Georgetown.
- Also, the Dean of Academic Support announced that Becky Womack and Jackie Wiseman will serve as co-coordinators of Tutoring; Peggy Saunier will be the Testing Center Coordinator; and Jeff Herrin and Brandon Knight will continue with general education assessment.
- She added that Terry Buckner is the Coordinator for the Library Information Technology (LIT) Program, and all of the librarians are teaching a course in the LIT Program.
- She reported David Sturgill is the Adult Ed Director for all of BCTC's Adult Ed programs (Fayette, Boyle, Scott, Anderson, Clark). She said that she hopes BCTC will have Adult Education classes at the new campus in Georgetown.
- She said that professional development would be provided on the Faculty Credentialing Process.
- She announced that the new Pharmacy Tech Program will start this Fall and that it is a partnership with UK and TRAINS. She noted the partnership would serve as a model for other programs.
- During the Dual Credit overview, the Dean of Academic Support reminded members that new locations have to be approved by SACS and that substantial changes may require a fee. If members are aware of any changes, she requested that they talk with their AD and then with her.
- She also said that to be enrolled in an approved Dual Credit course, a student has to be a Kentucky resident and must complete a 30-minute webinar as part of their award.
- She concluded with reminding members that Technical Program Advisory Committees should include representatives from area high schools.

Kevin – Distance Learning

- The AD of Distance Learning reported that, due to staff changes, he spent a great deal of time updating important links during the summer.

	<ul style="list-style-type: none"> • He stated that recently he had taken professional development on Ed Ready and that professional development on Ed Ready could be set up for faculty who may need it. He noted that a link to information about Ed Ready is on the Math webpage. 	
Summer Review	<p>Schedule</p> <ul style="list-style-type: none"> • An overview of 2016 summer scheduling was provided, and a short discussion followed. <p>AD Coverage for Summer</p> <ul style="list-style-type: none"> • The Summer 2016 AD gave an overview of Summer and made some suggestions for improvement. • It was reported that with some changes it is feasible to have only one AD in each summer term instead of two. • The Summer 2016 AD noted that advising and SAP appeals consume part of the Summer AD's time. • It was reported that 60 to 80 classes were opened in July 2016 and that a great deal of time was spent on scheduling for Summer II and Fall 2016. • The Summer 2016 AD also noted that time elapses when answers cannot be found in contingency plans. • It was mentioned that better communication is needed between the Summer AD role and other areas of the college. <p>Advising Coverage for Summer</p> <ul style="list-style-type: none"> • It was noted that a Summer advising plan for Academics and Workforce needs to be discussed. <p>Plan for 4-day schedule for Summer 2017</p> <ul style="list-style-type: none"> • Members were asked to look ahead at scheduling and plan for a 4-day schedule for Summer 2017 since the flexible schedule is an opportunity to save money. 	
Adjunct Orientation	<ul style="list-style-type: none"> • It was announced that adjunct orientation is scheduled on August 10, 2016 at the Newtown Campus, 6:00 p.m. to 7:30 p.m., and it is listed on the ALT Calendar. 	Adjunct orientation will be held August 10, 2016 at the Newtown Campus, 6:00 p.m. – 7:30 p.m.
Welcome Week Event	<ul style="list-style-type: none"> • An announcement was made about the Welcome Week Event scheduled for Monday, August 22, 2016, 10:30 a.m. – 1:30 p.m. Members were asked to see the email from the VP of AWD, and they were encouraged to take advantage of the opportunity to showcase their programs and participate in the event. 	Members were encouraged to participate in the Welcome Week Event scheduled for Monday, August 22, 2016, 10:30 a.m. – 1:30 p.m.
Committee Assignments	<ul style="list-style-type: none"> • Members received a committee list and were asked to go through the list, make corrections and changes, highlight the corrections and changes in a different color, and email to Barbara by Friday, August 12, 2016. 	Committee assignments due on Friday, August 12, 2016.
College Work Groups	<p>SDEM</p> <ul style="list-style-type: none"> • The following members will serve on the 2016-17 work group for SDEM: Kevin Dunn, Angie, Greg Feeney, and Karen Mayo. <p>PIM</p> <ul style="list-style-type: none"> • The following members will serve on the 2016-17 work group for PIM: Melanie Williamson, Tammy Liles, Ralph Potter, and Angie King. <p>SEM</p> <ul style="list-style-type: none"> • The following members will serve on the 2016-17 work group for SEM: Melanie Williamson, Karen Mayo, Pam Hatcher, and Tammy Liles. 	

	<p>PD</p> <ul style="list-style-type: none"> The following members will serve on the 2016-17 work group for PD: Karen Mayo, Kevin Dunn, and Jackie Wiseman. <p>BUSINESS</p> <ul style="list-style-type: none"> The following members will serve on the 2016-17 work group for Business: Greg Feeney, Rebecca Simms, and Laura Lynch. 	
Reassigned Time	<ul style="list-style-type: none"> A handout was distributed on reassigned time. 	
Budget	<ul style="list-style-type: none"> Budget handouts were provided to members for recurring and non-recurring funds. 	
Coordinator PD	<ul style="list-style-type: none"> It was announced that Coordinator PD will be co-facilitated by Laura Lynch and Jackie Wiseman and held on Sept. 2, Nov. 4, Feb. 3, and Apr. 7, and the training will be held from 10:00 a.m. to 12 noon at the Newtown Campus on each of the dates. 	
Digital Literacy	<p>Digital literacy requirement for students with earned bachelors</p> <ul style="list-style-type: none"> ALT approved waiving the digital literacy requirement for students with an earned bachelor's degree, and it was noted the approval is continuing or ongoing until further notice. 	ALT approved waiving the digital literacy requirement for students with an earned bachelor's degree, and it was noted the approval is continuing or ongoing until further notice. The VP of AWD will email the Registrar.
Syllabus Checklist	<ul style="list-style-type: none"> It was explained that Coordinators are responsible for collecting, reviewing, and placing syllabi on the "S" drive. The ADs are to ensure that syllabi and checklists have been approved and the syllabi are on the "S" drive. Members were asked to emphasize that Coordinators correctly name their syllabi. It was noted that ALT roles are critical to this process. 	
Posting Syllabi	<ul style="list-style-type: none"> Information about naming and posting syllabi was distributed to members. 	
Workload Documentation Records	<ul style="list-style-type: none"> It was reported that the purpose of workload documentation records is for members to know who did what, and the documentation is important for tracking. Members were reminded of the guidelines for 10-month and 12-month contracts. It was noted those who are in promotion should document workload under instruction. For those who are not in promotion, the place workload is documented may depend upon the project. It was noted that the ADs and Deans would track the workload documentation records. 	
Vacation Forms	<ul style="list-style-type: none"> It was announced that the Vacation Form is online in PeopleSoft. Members were reminded that ALT will be looking at those planning forms in the next few weeks. A brief discussion was held about maintaining the planning documents. 	
2016 Fall Kickoff	<ul style="list-style-type: none"> Members were asked to encourage their faculty to attend the 2016 Fall Kickoff on Friday, August 5, 2016, at the Newtown Campus. The Deans and VP of AWD will be available at the 2016 Fall Kickoff to attend Division meetings. 	Members were asked to encourage their faculty to attend the 2016 Fall Kickoff on Friday, August 5, 2016, at the Newtown Campus.
Division Meeting Topics	<ul style="list-style-type: none"> Division Meeting Dates - for dates, see Faculty Council on BCTC website: http://bluegrass.kctcs.edu/Faculty_and_Staff/Faculty_Council/Current_Meetings.aspx 	

	<ul style="list-style-type: none"> • Requirements for PPEs • Sept. 30 – (Half Day) Advising Professional Development (PD) • System will launch a required professional development on the Violence Against Women Act (VAWA) • Minimum BCTC PD Requirements for 2016-2017: Advising, Mandatory Placement, and Ethical Reasoning/General Education Assessment – once per year for each topic • Solicit Volunteers for Faculty Mentors • Remind faculty of the Coordinator Meeting Dates • Remind faculty of AIM • Provide recommendations for Committee Assignments • Provide information about posting syllabi and making sure that naming is correct • SEM Plan and Goals • Emphasize the limited Printing Budget for FY2017 • Remind faculty of required Hazardous Communications (HazCom) Training - August 15, 2016 Deadline 	Information will be provided on the expectations of the role of a Faculty Mentor.
Recognition	<ul style="list-style-type: none"> • Angie King was recognized for serving as Summer AD for all divisions. • Tammy Liles was recognized for stepping up to serve as the 2016-2017 Nursing AD. 	
Essential Agenda Additions	<ul style="list-style-type: none"> • A member requested that “Senate Meeting Information” be added to the agenda of the next ALT meeting. • One of the Deans provided an overview of the pay per student policy. • A member suggested that a meeting be set up for the group with the human resources director at BCTC to discuss PPEs. • It was noted that Academics and Workforce is looking at developing projects with community members who are willing to partner with BCTC to expand programs and establish new programs. 	A member requested that “Senate Meeting Information” be added to the agenda of the next ALT meeting.
Next Meeting(s)	Tuesday, August 16, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Rebecca Simms	