

Academics Leadership Team Meeting Minutes		
Date: August 3, 2017 Time: 8:30 a.m.-4:30 p.m.		Facilitator: Greg Feeney Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Greg Feeney, Melanie Williamson, Yasemin Congleton, Steve White, Robert Campbell, Karen Mayo, Beth Healander, Pam Hatcher, Ralph Potter, Laura Lynch, David Sturgill, Kausha Miller (via Skype)		
Guest(s): President Julian, Vicki Partin, DeAnna Pelfrey, Jackie Wiseman, Greg Rickert, Mike Franklin, Alan Lawson, Debbie Holt, Clovis Perry, Terry Buckner, Wayne Cowan		
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 talked about starting a new academic year and welcoming students back. Then she provided handouts and gave an overview of an upcoming donor appreciation and recognition event scheduled for October 4, 2017. She explained the use and distribution of the \$150 for professional development for full time faculty and staff. She discussed Annual Priorities and Strategic Goals, BIG WIGs for student success, GIG WIGs, continuation of Project Teams, Strategic Enrollment Management (SEM) Plan, graduation venue, advisory committees, and construction at Leestown and Newtown. She announced a new initiative, the BCTC Class Pass for the 2017-2018 school year that will provide students a free ride to Lexington BCTC campuses. Before concluding her remarks, Dr. Julian gave ALT members the opportunity for questions. 	
Essential Agenda Items	<ul style="list-style-type: none"> Steve White and Dean Karen Mayo requested time to discuss additional agenda items. 	
2017-2018 Goals	<ul style="list-style-type: none"> Dr. Feeney gave an overview of a BIG WIG for student success and the college's goal of 5000 in 5, by 2021, to increase number of credentials students earn annually by 50% (from 3,315 in 2015-16 to 4,972). Before the meeting, he distributed handouts with information about BIG WIGs, GIG WIGs, and an APT WIG. He strongly encouraged members to do at least one in their divisions or areas. In addition, he discussed a Sub-WIG for a GIG. He noted that everyone at the college has the opportunity to contribute and requested that members review the submission sheet. He said the Deans would be working with the ADs on this and that he expects some progress on it in two to three weeks. Dr. Feeney distributed information about the Four Annual Priorities and Strategic Plan for Academics and Workforce Development for 2017-18 and asked members to review the plan and goals. Dean Liles and Dean Mayo discussed the SEM Plan and referred to the information provided before the meeting. Dean Liles talked about the goals and growing enrollment. She said one of the goals is to continue to work with Bryan Station High School as the AD of BCIS has done with projects in the past. Dr. Feeney talked about the specific Academic and Workforce Development (AWD) Goals and the emphasis on Work and Learn. Dean Hatcher gave an overview of Work and Learn and discussed apprenticeships, certifications, internships, mentoring, and on-the-job training. She talked about some of the current activities, the inventory of all current activities, and capturing all of the ways that Work and Learn currently exists. ADs with technical programs were asked to identify one to two program areas to target with Work and Learn initiatives. Dr. Feeney discussed program advisory committees, the importance of holding meetings, and noted the handbook has been updated and is available on the website. Dr. Feeney talked about SACS and working on the Quality Enhancement Plan (QEP). He said that Dean Simms would be working with Terry Buckner to establish a QEP Topic Selection Committee to work on the development of a new initiative. In addition, he said that Dean Simms would be holding credential working meetings throughout the semester. Dr. Feeney discussed the goal to increase professional development for instruction, and he talked about the resources for professional development. Dr. Feeney reviewed the process for AIM and the development of specific goals for student success. He talked about leadership and the importance of it in developing and meeting goals. He said that Academics and Workforce Development accomplished a great deal last year and the goal progress that was reported throughout the past academic year showed the accomplishments and progress. He noted that during 2017-18 two open meetings to review goal progress have been scheduled, one on November 17, 2017 at 2:00 p.m. (Newtown Classroom Building, CB 105-107) and another on March 23, 2017 at the Changing Classroom Cultures Conference. 	<p>ADs with technical programs were asked to identify one to two program areas to target with Work and Learn initiatives.</p> <p>During 2017-18 two open meetings to review goal progress have been scheduled, one on November 17, 2017 and another on March 23, 2017 at the Changing Classroom Cultures Conference.</p>

Scheduling	<ul style="list-style-type: none"> DeAnna Pelfrey gave an overview of class scheduling and discussed the processes. In addition, she talked about the course fee document and noted that sometimes course fees have to be due earlier because of the deadlines involved. She noted that an effort is being made to condense documents. She said that meetings with Coordinators and Regional Campus Directors are being held during the scheduling process. She noted that second round class cancellations would be due on Monday, August 7. She noted that escrowed classes should be cancelled on August 7 or else they would open. Vicki Partin added that on August 1 she had sent an email about upcoming due dates for scheduling. She requested that Coordinators, ADs, and Deans be responsive as notices are sent. DeAnna said that she would send an email on Thursday, August 10, around 3:00 p.m. about class cancellations. A brief discussion followed. Dean Mayo encouraged everyone to work with their Coordinators and noted that advising would be held on Wednesday, August 9, from 1:00 p.m. to 6:00 p.m., which is a different pattern. 	DeAnna Pelfrey will send notice to ADs at 3:00 p.m. on August 10 about classes to be cancelled. Then class cancellations will take place Friday at noon.
Summer Review	<ul style="list-style-type: none"> Vicki Partin and Jackie Wiseman gave a Summer review. They discussed the development of the schedule, AD coverage, and advising coverage. Vicki and Jackie said advisors did an excellent job during the summer and that SAP appeals were handled well. They commended Ginger Porter for her work with advising and noted the contributions of the DOMs. Vickie and Jackie recommended improvements for contingency plans such as addressing both summer and fall classes, indicating a specific period of time for response, language for out of office messages, room scheduling, accuracy and consistency in syllabi, naming syllabi and following the naming protocol, availability of faculty during the summer, dates different ADs are available, website links that do not work, list of links to include in syllabi, and the syllabus checklist. In addition, Vicki discussed the evaluation of student learning outcomes. Then Dean Mayo requested that Jackie and Vicki work on a contingency plan template and present it at a Coordinator's training. After a brief discussion, Vicki Partin, Melanie Williamson, Ralph Potter, and Kevin Dunn volunteered to revise the syllabus checklist and send the revised syllabus checklist to ALT within a week. Also, Steve White, Ralph Potter, Yasemin Congleton, Kevin Dunn, Beth Healander, and Kausha Miller volunteered to serve on a Standard Syllabus Work Group. Afterwards Dean Mayo provided feedback on the Academic Boot Camps. She said the boot camp held in July was successful as was the boot camp that was held before it. She said the students and the instructors both talked about the benefits of the boot camp. Dean Mayo said that she would like to increase enrollment in the next boot camp. She concluded by stating that Jackie and Vicki did a very good job of serving as Summer ADs. 	<p>Vicki Partin, Melanie Williamson, Ralph Potter, and Kevin Dunn volunteered to revise the syllabus checklist and send it to ALT within a week.</p> <p>Standard Syllabus Work Group: Steve White, Ralph Potter, Yasemin Congleton, Kevin Dunn, Beth Healander and Kausha Miller.</p>
New Faculty Seminar Series	<ul style="list-style-type: none"> Jackie Wiseman gave a brief overview of the New Faculty Seminar Series and announced the first meeting of the academic year would be held on August 10, 2017. She provided a handout (New Faculty Orientation Content Matrix) and discussed it. She added that faculty mentors would be needed. The VP of AWD requested that each AD work with their Dean to refer area mentors. Dean Mayo requested that Jackie email ALT a document titled "Role and Responsibilities of a Mentor." 	<p>New Faculty Seminar Series meeting - August 10.</p> <p>Jackie Wiseman will email ALT "Role and Responsibilities of a Mentor."</p>
Assessment	<ul style="list-style-type: none"> Alan Lawson, Director of Institutional Planning, Research, and Effectiveness (IPRE), gave an overview of assessment and provided handouts. He discussed Program Health Reviews and the updates to the document. He talked about student learning outcomes and how they should be linked to the strategic plan. Then he discussed the SACS conference he attended recently and some of the things he learned at the conference relating to assessment. He stated that BCTC would be in the reaffirmation class of 2020. When concluding, he mentioned that IPRE is in the process of hiring a grant writer. Greg Rickert gave a detailed overview of General Education Assessment. He said that over the summer he gained some insights through the National Institute for Learning and Assessment and from other KCTCS colleges and UK. He noted there is a lot of variation in the approach to Gen Ed assessment. He discussed learning outcomes and competencies and the relationship to assessment. He said that he created a grid in order to look at all of the Gen Ed courses that BCTC offers and he is working on curriculum mapping. He said that he is seeking feedback from faculty to identify outcomes and how they are used. He said that he is working on AIM to use it as a tool for assessment. He noted that when Coordinators are asked to report on their area assessments a template could serve as a guide. He added that changing our culture of assessment is part of professional responsibility. He noted that he is looking for opportunities to provide professional development on Assessment. Dr. Feeney noted the System has a new tool that may provide course data for Coordinators, 	

	ADs, and faculty who want to compare with others and that tool should help facilitate assessment. Dr. Feeney suggested that SACS requirements be reviewed and used as a resource.	
Perkins	<ul style="list-style-type: none"> Mike Franklin provided a short recap on Perkins. He talked about carry forward from FY2017 and discussed upcoming deadlines for Divisional areas. He explained that carry forward funding is tied to unspent funds from the previous year. He said that he must have a quote before an item is even considered. He went over the guidelines and deadlines for items purchased with local reallocation funds. He reminded members that Perkins is a year-to-year grant and that all FY2018 funds must be expended before or by June 30, 2018. If it will add to your program, enhance your training, and it is brand new technology, he said it might be funded by Perkins. He added that Perkins is to supplement technical training. When concluding, he suggested that members meet the established deadlines and guidelines. 	
Performance Planning and Evaluation (PPE)	<ul style="list-style-type: none"> Dr. Feeney discussed the Performance Planning and Evaluation (PPE) process and provided the information below about the process. <ul style="list-style-type: none"> Faculty and Staff PPEs (KCTCS Performance Review – information distributed electronically) <ul style="list-style-type: none"> Planning: standard advising percentage for faculty, internal service opportunities (Theatre, Tutoring, Testing Center, CCCC, library desk support, science outreach, dual credit, regional service such as tours, special demonstrations related to program for tours, SKILLS USA, Science Olympiad, developmental boot camps, summer orientations, external mentor, internal mentor, graduation ceremony, collection analysis for library, helping with Project Team recommendations), required PD Mindful of those in promotion cycle Biennial Ratings (carry forward year): Recommend having folks sign or document electronically. At the discretion of the college president/CEO, faculty members with a faculty rank of Associate Professor or higher who were reviewed and rated in the top three categories (EE, ME, or M) during the first year of the biennium have the option to carry forward an M for second year of the biennium or to be reviewed annually. Faculty members at a rank of Associate Professor or higher who receive rating below the middle rating during the first year of the biennium shall be reviewed during the second year of the biennium. Date for evaluation discussion Promotion <ul style="list-style-type: none"> Those currently in a promotion cycle and those nearing it Ryan Kelly is scheduled to attend August 29 ALT meeting According to his last email, he intends to hold 3 seminars for faculty in the Fall 2017 term. The anticipated dates (to take advantage of attendance at division meetings and the likely Fifth Friday) will be as follows: Friday, September 15, 2017; Friday, September 29, 2017; Friday, November 17, 2017. All seminars to be held from 2:00 to 3:30 p.m. The AD role in promotion 	
Additions/Changes	<ul style="list-style-type: none"> Each area within AWD announced their new faculty and staff. Dr. Feeney announced that Alan Lawson is the Director of IPRE. Dr. Feeney reported there were changes in IT leadership. He noted that Mark Manuel is overseeing the website and that Lisa Bell would be handling all other IT responsibilities. Dr. Feeney announced that Maria Torres had recently been hired to manage BCTC’s professional and organizational development. 	
Advising	<ul style="list-style-type: none"> Debbie Holt gave an update on advising. She said that faculty could elect not to advise during August advising as long as they completed the required 20 hours of additional advising throughout the year. She stated that one of the goals is to increase advising training for faculty. She said there are continuous changes and faculty need training for updates. She announced that Clovis Perry would be facilitating professional development for advising and said that faculty will hear a lot more about training opportunities. Debbie reported that almost 3,000 students were advised during the summer. She said students need to be advised when they are coming in summer and at the end of semesters and that is when the college needs to serve them. She noted they are hoping to have someone in the position as Director of Advising and Assessment soon. Debbie stated the program plan is a critical piece for students. Clovis Perry added that students cannot change their plan until they get enrolled. He said it can be up to three days before a student can change their plan after enrolled. He said that putting notes in Starfish is part of PD so the record can be looked at when needed. In addition, he discussed other ways to help students with credentials. Dean Mayo commended Clovis Perry and Laura Lynch for their outstanding work with students and the Work Ready Scholarships. 	

	<ul style="list-style-type: none"> Dean Mayo reminded members when working on PPEs to look at the new advising responsibilities listed under “Current Percentages” in the document. 	
QEP	<ul style="list-style-type: none"> Terry Buckner said she would be heading up the QEP Topic Selection Committee, and she gave an overview of the process. She said the process would be a little different, and it would be tied to the strategic plan. She stated that student learning and success is the goal. She said they are seeking broad based involvement and representation to include student representation. She added that a group of BCTC representatives had attended the SACS conference during the summer, and she said that she attended sessions focused on QEP at the conference. She noted that QEP would continue to be part of the accreditation and affirmation process. She said that she would be at the Fall Kickoff during registration and during lunch to discuss QEP with faculty and staff. She added that she is working with Dean Simms to develop the QEP website. She said they are on track and would be ready to go in 2018. Dr. Feeney noted that QEP would be on the ALT agenda several times during the academic year. 	
College Readiness/ Mandatory Placement	<ul style="list-style-type: none"> Beth Healander provided an update on college readiness and mandatory placement. She said the group would be moving forward and reviewing corequisites and how they are put into the schedule and the withdrawal policy and its consistency in syllabi. She noted that a great deal of training had been done on mandatory placement changes. She said they would be looking at ways Developmental Education and Adult Basic Education could collaborate. She stated they are developing a College Readiness webpage to serve as a communication tool and connection for students. She said they need to look at Wonderlic and student placement. She said they need to identify questions to ask Alan Lawson in order to pull useful data. She said the Kentucky Association of Developmental Education is a resource for them. She stated one of the challenges is to identify the appropriate programs in which to refer students. She noted that her bigger vision is collaboration. The Director of Adult Education said that Beth has really helped to connect Adult Education to the college. When concluding, Beth mentioned that she is doing some PD with advisors on mandatory placement. 	
Adjunct Orientation	<ul style="list-style-type: none"> Dean Mayo announced that Adjunct Orientation would be held at the Newtown Campus on Monday, August 7, 2017, at 5:30 p.m. She asked everyone to review the draft agenda provided. She noted the agenda was designed so that Coordinators would be able to have specific training for their areas after all of the agenda items were addressed. She reported that Kelly Hagan is the adjunct professional development coordinator and requested that members let Kelly know topics they would like covered. 	Adjunct Orientation - Newtown Campus Monday, August 7, 2017, at 5:30 p.m.
Area Updates	<ul style="list-style-type: none"> Dean Hatcher reported that she has a new faculty member in her area. The Director of BCTC’s Adult Education reported that Adult Education, comprised of Anderson, Boyle, Clark, Fayette, and Scott counties, had a 3% increase in enrollment last year and that 1200 achieved 12 hours after enrolling. In addition, over 60% of students attained academic level gains compared to the state average of 56%. He reported that 194 GEDs were obtained last year and that Scott County exceeded all of its goals. He attributed some of the success to better coordination with the Testing Center. In addition, Adult Education worked with the Foundation to fund scholarships for GED. He noted that Kentucky Adult Education has changed its name to SKILLS U. Dean Mayo reported another new hire in CHLSS. She said that some faculty offices had moved from Moloney to AT over the summer. She said that a new DOM would begin work in Humanities on August 16. She reported that 21 students attended the Math Boot Camp and that 24 students attended the Reading/Writing portion of the Boot Camp in July. She noted the students as well as the instructors said it was a very rewarding experience. Dean Liles reported that several new faculty members have been hired in her area and that more are needed. She said that Dental Hygiene is working toward accreditation. She mentioned that some in her area would be moving during September. She said the new Science Building at Newtown is on track and that ALT would be touring the building after the meeting. She added that there were several new programs in her area such as the Paramedic AAS. She said they are talking about a sterile project and a physical therapy assistant program. She discussed the Work Ready Skills initiative. She said Nursing had received a small grant for manikins for the simulation lab. She added that Morning Point established a scholarship for PN students. She said that a MOA is being reviewed with the University of Phoenix, which would enable students to be co-enrolled there and at BCTC so that students could earn a bachelor’s degree in three years. She noted that BCTC instructors might be able to teach the classes. The AD of Distance Education and Learning Technologies reported that he has been working on webpage updates. He requested that members click on links in documents and on the website to make sure they are working. He noted that KCTCS did approve a \$20 fee for Distance Learning. He announced that Brainfuse has expanded. He discussed digital badging and noted that it is one way to recognize student achievements by providing links to their employers. He noted that Workforce could possibly benefit from digital badging and that faculty could use it for tracking PD and activities for promotion. He noted that his area has been working on policy for quality assurance. 	

	<ul style="list-style-type: none"> The Director of the Library and Tutoring Services reported that Steve Stone is heading up the work on an Information Literacy Program. He added that Steve is evaluating sources and working on that program to determine what kinds of online modules can be created. In addition, he discussed the collection analysis they are doing to look at how closely his area supports curriculum. He said that librarians are looking for opportunities to include technology. He noted there are far more e-books than actual books in the library now. He noted they are searchable and benefit students several ways. He said that Tutoring would be up and running by the third week of classes. He added that study coaches would kick it off with math and writing as the next phase working up to the full Tutoring schedule. The AD of Workforce Solutions reported that Work Ready Scholarships are being awarded in specific areas as mandated by state guidelines. 	
Committee Assignments	<ul style="list-style-type: none"> Student Development and Enrollment Management: Kevin Dunn, Karen Mayo, Beth Healander, and Dr. Feeney volunteered to serve on the committee. Marketing: Melanie Williamson, Tammy Liles, and Yasemin Congleton volunteered to serve on the committee. Finance and Operations: Laura Lynch, Tammy Liles, Ralph Potter, and Steve White volunteered to serve on the committee. 	
ALT Work Groups	<ul style="list-style-type: none"> Dr. Feeney and the Deans discussed the ALT work groups (SDEM, PIM, FO) and how they fit into the AWD goals. 	
Reassigned Time	<ul style="list-style-type: none"> Dr. Feeney provided a chart of reassigned time and gave a brief overview of it. 	
General Challenges	<ul style="list-style-type: none"> Dr. Feeney and the Deans discussed the general challenges listed below and provided resource information. <ul style="list-style-type: none"> Website review Syllabi review Syllabus Checklist Posting syllabi Budget monitoring Budget 101 Training (August 24) Budget monitoring Printing Recurring/Nonrecurring Perkins – Mike Franklin 	
Academic Organization Items	<ul style="list-style-type: none"> Dr. Feeney and the Deans discussed the academic organization items listed below. <ul style="list-style-type: none"> The updated org chart can be found at https://bluegrass.kctcs.edu/about/our_leadership/leadership_executive_team.aspx. Fall ALT meeting schedule invites have been sent. The Facilitator List was provided for sign-up. An overview of a standard ALT agenda was provided. Dean Mayo provided an ALT schedule for PD. In addition, she discussed the common read (<i>Wait, What?</i>) and requested that members read one chapter per week and bring examples of how they used it to the following meeting. An announcement was made about Franklin Covey training for professional development. Program highlights will be provided throughout the year on Thursdays. Minutes will be posted on SharePoint, ALT can make changes, uploaded to website once approved. The goal is for the minutes to be distributed the day after each meeting and approved the following week. The ALT Calendar has been updated on the website. The Academic Calendar may be found on the website. Section 3: Academics and Workforce Development Policies and Procedures may be found in the BCTC Policy and Procedures Handbook on the website at http://www.bluegrass.kctcs.edu/Faculty_and_Staff/Policy_and_Procedures/Academics.aspx. 	
Coordinator PD	<ul style="list-style-type: none"> Dr. Feeney announced that Coordinator PD would be co-facilitated throughout the year by Laura Lynch and Yasemin Congleton on the following dates: September 8, November 3, February 2, and April 6. All meetings have been scheduled from 10:00 a.m. to 12:00 noon at the Newtown Campus. 	Coordinator PD has been scheduled for September 8,

		November 3, February 2, and April 6. All meetings have been scheduled at the Newtown Campus from 10:00 a.m. to 12:00 noon.
Vacation Forms	<ul style="list-style-type: none"> • Dr. Feeney and the Deans requested that faculty submit vacation forms according to guidelines. 	
Division Meeting Topics	<ul style="list-style-type: none"> • The Division meeting topics that ALT members identified are listed below. <ul style="list-style-type: none"> ○ Vacation Forms ○ Work Ready Scholarships ○ Review of Advising Model and the PPE Process ○ Webpage Updates ○ Syllabi Updates ○ Required PD ○ Withdrawal Procedure ○ BCTC Hall of Distinguished Alumni ○ Class and Comp 	
Essential Additions to Agenda	<ul style="list-style-type: none"> • Essential additions to agenda may be added at the beginning of the meeting if not included on the ALT meeting agenda. 	
Awards	<ul style="list-style-type: none"> • Woohoo and The Doll are recognition awards that will be given at each meeting. 	
Upcoming Meetings	<ul style="list-style-type: none"> • Kickoff – Friday, August 4, Newtown 8:00 a.m. - 3:20 p.m. • Adjunct Orientation – Monday, August 7, Newtown 5:30 • ALT – Tuesday, August 15, Newtown (CB123) 2:00 p.m. – 4:00 p.m. <p>AWD's 2017-18 goals to be discussed at ALT meeting on August 15. Facilitator: Pam Hatcher</p>	
	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>August</p> <p>Aug. 1 Scheduling Coordinator sends 1st proof of Spring 2018 schedule of classes to ALT</p> <p>Aug. 3 Academics Leadership Team meeting 8:30-4:30, Newtown Campus Conference Room (CB 123)</p> <p>Aug. 4 College-wide Kickoff and Division meetings (may be on 8/11), Newtown Campus</p> <p>Aug. 7 2nd Round Fall Cancellation of Classes</p> <p>Aug. 7 Adjunct Faculty Orientation 5:30-8:00 pm</p> <p>Aug. 8-10 Add/Drop and Registration continues for new and continuing students</p> <p>Aug. 10 Cancellation of remaining Fall escrowed classes</p> <p>Aug. 10 New Faculty Orientation 9:00-11:30, Newtown Campus</p> <p>Aug. 11 Cancellation of Fall 16-week classes</p> <p>Aug. 11 Division meetings (should not conflict with Faculty Council; may be on 8/4)</p> <p>Aug. 11 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Aug. 14 Class work begins</p> <p>Aug. 14-16 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Aug. 16 Last day to enter an organized class</p> <p>Aug. 17 ALT returns 1st proof of Spring 2018 schedule of classes to Scheduling Coordinator</p> <p>Aug. 18 Ombud Orientation 9:00-11:00, Newtown Campus Conference Room</p>	

	<p>Aug. 29 Scheduling Coordinator sends 2nd proof of Spring 2018 schedule of classes to ALT Aug. 29 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year Aug. 31 AIM - Academic year plans and SLOs entered</p> <p>September</p> <p>Sept. 1 Academics web content review Sept. 1 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake, Human Resources, of their decision on promotion</p> <p>Sept. 4 Academic Holiday (Labor Day)</p> <p>Sept. 5 ALT returns 2nd proof of Spring 2018 schedule of classes to Scheduling Coordinator Sept. 8 Cancellation of Fall 12-week classes Sept. 8 Faculty Council meeting 1:30-3:30, Newtown Campus Sept. 8 Coordinator meeting 10:00-Noon, Newtown Campus Sept. 8 Final Fall PeopleSoft course updates complete Sept. 8 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty Sept. 11 Scheduling Coordinator sends request for list of Spring 2018 classes with bookstore course fees and modules Sept. 11 Scheduling Coordinator sends request for list of Spring 2018 variable credit classes Sept. 11 Start of Fall 12-week classes Sept. 13 ALT returns list of Spring 2018 classes with bookstore course fees and modules Sept. 13 ALT returns list of Spring 2018 variable credit classes Sept. 15 List of all full-time faculty prepared for Peer Evaluations Sept. 15 Candidates for Full Professor must notify President Julian and Beverly Drake, Human Resources, by letter if they decline the opportunity to go up for promotion</p> <p>Sept. 18 Scheduling Coordinator submits Summer 2018 space allocation and class schedule recommendations to ALT Sept. 22 Division meetings Sept. 22 All Fall syllabi are to be filed on the server</p>	
Adjournment	Meeting was adjourned at 3:25 p.m. to tour the new Science building at Newtown.	