

Academics Leadership Team Meeting Minutes

Date: August 5, 2015
 Time: 8:30 PM – 3:30 PM

Facilitator: Tri Roberts
 Recorder: Luv Robertson

Present: Angie King, Tammy Liles, Kevin Dunn, Rebecca Simms, Debbie Holt, Susan Hayes, Greg Feeney, Vicki Wilson, Melanie Williamson, Jackie Wiseman, Pam Hatcher

Guest: Dr. Julian, Vicki Partin

Agenda/Issue	Discussion	Action
Minutes	There were no previous minutes to approve.	
Welcome Back, Introductions, etc.	Tri reported a few changes and posed a few questions for the group. <ul style="list-style-type: none"> • Tri introduced everyone who serves on ALT. • A sign-up sheet was passed around to allow ALT members to sign-up to facilitate meetings for FY15-16. 	
Academic Reorganization and Academic VP Search—President Julian	Dr. Julian discussed transitions, reorganizations and the VP search. We covered 9 issues: <ul style="list-style-type: none"> • Reorganization <ul style="list-style-type: none"> ○ Dr. Julian stated that when a key college leader leaves the college, it is a good time to look around and find ways to do things differently. The big change in the model was to bring Workforce solutions as part of Academic Affairs. Workforce solutions is more than just a training piece in the college. Now that technical and career programs are working more closely with economic development and training programs in the college curriculum, there has been a big push to train people to understand the skillsets required to be successful in the workplace. <p>The positive side of this is to reinforce the connection between career force and advisory committees in the community. We need to understand that career technical programs have a foot in both worlds-education and business and industry. Dr. Julian believes that if we all work together we will be able to make this work. This begins with reorganizing the leadership structure in Academics.</p> <p>Dr. Julian opened the floor for questions and comments:</p> <ul style="list-style-type: none"> • Tri commented that a report has come out from the state and local chamber indicating that CC colleges have not been able to successfully train an educated workforce. This will be important for Academics because we need to learn how to more closely align 	Pam will assist us with this transition. The downside is that we will have to pick one division to test the effectiveness of the program right now. We will try to work out the issues as they arise before we test the model with other divisions. Our goal is to see if there is a clear focus on student development and the career connection. We will place the right people in this structure to ensure its success for the future.

employers, business, and industry components. Tri would like to extend this model to other areas so that we can focus on making the structure work well.

- **Tri and Luv**

- It was important for us to bring Luv back into the role to assist Academics with this transition. Dr. Julian expressed her appreciation to Tri and Luv for assisting with this transition and looks forward to great things coming from the new organization.

- **VP search update**

- The position is posted and as of now we have 4 or 5 job posting websites connected to AACC. The position posted two weeks ago and the job description has been revised and submitted. One reason for the reorganization was so the new VP can work closely with Academics Affairs and Workforce Development. The new leader needs to be an advocate for supporting career and technical programs and be on board with academic programs. Dr. Julian is focusing on hiring an individual who has this dual focus in order to take us forward in this job. The plan is to leave it posted through the end of September. The search committee will be identified and chaired by Dr. Julian. A set of Academic folks will serve on the committee and Dr. Julian would like feedback regarding the representation of the search committee. Interviews scheduled to occur early October and will be divided into 2 rounds. Searches these days are notoriously thin. Dr. Julian highly encouraged everyone who was interested in the position to apply, but emphasized that finding a candidate from outside may be ideal to bring fresh approaches and new ideas into the college. Dr. Julian believes that our national connections will generate a good pool of applicants with the hopes of naming a new VP by mid-November.

- **Budget**

- Dr. Julian discussed with Faculty Council that JCTC has segmented out percentages on the PPE to give back to the college based on what you do outside of the classroom so that they didn't have to ask faculty to increase their workload. Faculty were asked to allocate a percentage of what was considered professional development, advising, and recruiting based on 8% for the year.

	<ul style="list-style-type: none"> ○ Vicki Partin stated that at BCTC percentages are based on hours. Vicki questioned if with Jefferson was 8% a logical number and how did they come up with this? ○ Dr. Julian stated that she did speak to JCTC's President and she was not sure how the 8% figure was calculated but believed that the model was presented to assist with how faculty dollars were allocated. ○ Dr. Julian indicated that when we are down in faculty that does not mean that faculty responsibilities will be allocated to others, but when students and faculty decline there is a decline in work ethic as well and we need to find a smarter way to make sure we are allocating responsibilities more efficiently. ○ Greg indicated that a factor that affects allocating responsibilities more efficiently, is the issue that we had more time in the past to implement these changes and now we do not have that much time anymore. ○ Dr. Julian stated that return on investment plays an important role in this process and the 365 student service center has allowed financial aid and admissions to free up more time to actually focus on things and situations that are more important. ● Bonnie's role <ul style="list-style-type: none"> ○ Bonnie will be serving as an Academics Facility Liaison Coordinator. In the next two years we will be bringing on two new buildings and there is going to be a huge amount of moving and equipment that is going to take a lot of coordination to make these moves happen. Bonnie will be able to work with Mike and Rob to hold the process down and make it more efficient. Bonnie has been working closely with the Leestown campus and coordinating a lot of the events, changes and decisions at Leestown. ● BCTC five and reorganizations in the college (See attachment for additional information) <ul style="list-style-type: none"> ○ Regional campuses have moved to Mark Stapleton and other possibilities and reorganizing will take place. The student success model focuses a lot on improving student success in community colleges. The model had 7 goals and BCTC ended up doing goals 1 and 2 from the AACC report. Goal 3 was not from the report, but focuses on standards set by CPE to make sure ethnic and multicultural groups are achieving at the same rate as other students. Goal 5 was in the AACC report and reflects goals 5, 6, and 7 in the AACC report. Dr. Julian is redoing the committees a little bit to focus more on each goal. Dr. Julian would like for us to do more work in every area that will allow us to 	<p>Tri plans on speaking with Diane at JCTC to find out if the model works and what it means for the faculty model they use. Tri would also like to find out how other areas of the college use this budgetary cost-effective process to tighten the belt and how all of these things tie into and relate to our PPE model at BCTC.</p> <p>A new committee will be created called the college-readiness and career planning committee.</p>
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	<p>work better together. There is a college-wide and community calendar available for Faculty and Staff to view upcoming events and committee meetings.</p> <ul style="list-style-type: none"> ○ Tri stated that in LET they discussed the changes that would affect the structure of the committees now, mainly the size. The issue is that right now a lot of our committees are too large. This will pose an issue for faculty and staff who are going up for promotion and need to fulfill PPE requirements for PD. Angie stated that if we do reorder committees it will need to be done pretty fast. ○ Dr. Julian stated that LET has a 20 page document that has the new committees and their charges. The document also has the old committees and their charges in one place. The document is available for you to view, but the document does not include all of the committees. The report will indicate if committees have been changed, revised, merged, replaced or eliminated. Dr. Julian addressed that the goals of committees serve two purposes: (1) To get cross-functional work done that require representatives from different areas that have a stake in something bigger-either operational and/or development, and (2) To get individuals involved in other areas of the college, build comraderies, and share expertise from other areas to promote and improve the goals of the college. <ul style="list-style-type: none"> ● Graduation <ul style="list-style-type: none"> ○ Next year our graduation is scheduled to occur on the first Saturday in May instead of the second. This will not be able to happen for various reasons but mainly because the Frankfort Convention Center will be unavailable and it is the same day as UK's graduation. The second issue is Sunday is Mother's Day. The third issue is that Jenni link will be leaving the college and we need a new chair to serve on the graduation committee. Tri confirmed that UK is having their graduation on Mother's Day. ● Open House <ul style="list-style-type: none"> ○ The event will take place on October 24th. Dr. Julian would like for more outreach activities to be available to the community, with scheduled activities from program areas. Dr. Julian would like to showcase our faculty and programs more. The Faculty Outreach Committee is focusing on preparing this. ● Student learning Outcomes and Learning Assessment 	<p>Tri plans on rethinking the committee structures and downsizing committee sizes from 40 to roughly 15.</p> <p>Solutions: We can push it back a week and possibly have it at the Kentucky Horse Park or Rupp Arena. Dr. Julian will discuss further with LET and report back to ALT once a decision has been reached.</p> <p>Dr. Julian needs Academics to assist with this effort.</p>
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	<ul style="list-style-type: none"> ○ Dr. Julian would like for us to take a closer look at the Gen Ed assessment to see how we are doing with this assessment. The concern is that we have to make sure we are prepared to present on the 5th year report before the 10-year review approaches. Dr. Julian wants to make sure that everyone is on track. 	
Follow-up questions and comments from Dr. Julian’s briefing	<p>Tri opened the floor for feedback and suggestions.</p> <ul style="list-style-type: none"> • Debbie suggested that ALT be granted access to the committee form that Faculty and Staff can sign-up through ITES. Tammy asked how we address committee questions if we do not have access to this list. Greg indicated that he believes they may not be that concerned with the list if we just let them know that we are currently making revisions and updates to the committee structures. Vicki Partin suggested that the mandatory placement committee needs to be set pretty quickly. Dr. Feeney indicated that in the past, many of the committees that had not been established, ALT knew who the rep was so it was easier for them to know who to contact. Angie stated that many of the committees that did not ever meet were still active and many people were still allocating a lot of time to these committees on their PPE. Debbie pointed out that many of the committees that are being dissolved are very important. Recommendations for VP search committee: Tri suggested that someone from ALT serve. Angie suggested that we designate a Faculty council rep, Gen Ed. and technical faculty rep as well. Tammy suggested that we have an equal number of faculty and administration serving on the search committee. Dr. Feeney suggested that the representative from ALT be a dean and an AD. Pam suggested that we include a workforce representative as well. Tri will recommend 6 representatives from Academics to serve on the committee. 	Tri suggested that we really need to look at the committee structure and manage them so that they are specifically tailored to the task at hand and not just sitting out there serving no purpose. Tri will send the list to ALT for review and pull the committee documents.
Academic Reorganization Discussion—Tri, Greg, Pam, Rebecca, ALT (See attachment for updated org chart)	<p>Tri explained that the organization chart may evolve more as additional changes are made within the college. The floor was opened for discussion.</p> <ul style="list-style-type: none"> • Reorganization Chart Angie asked: “What does AMT stand for on the organization chart?” <ul style="list-style-type: none"> ○ Pam explained that it represented the Advanced Manufacturing Technician Program at Georgetown and that it was similar to NARA. • New Reports <ul style="list-style-type: none"> ○ Steve Stone’s area now reports to Rebecca. Greg indicated that Steve’s role serves as a valuable role to the institution. Steve’s position plays a major role at every campus and will be under great leadership under Rebecca. 	

<p>Budget Review Advisory Committee Report (BRACK)— Debbie Holt and Vicki Partin</p>	<ul style="list-style-type: none"> • Vicki Partin and Debbie provided a detailed report. <ul style="list-style-type: none"> ○ The group met on July 14th and Lisa Bell provided an overview of the college budget. Our charge for this year is to look at everything regarding the budget. There are several functional areas within the college representing the committee. Back in 2008 the budget advisory team increased class caps, submitted the dual enrollment charge, charged students for printing, and increased workload for faculty. This year’s budget is 16.5 million dollars less than last year’s budget. This is based on a 4.5% decrease based on student enrollment. More state funding has been approved for BCTC. • Greg asked: “What type of questions do we need to ask our areas to report back to ALT?” Vicki stated that you could ask: <ul style="list-style-type: none"> ▪ What courses should we offer that we have not offered before? ▪ How many students are interested in physical education? ▪ What are some ways we can increase revenue? ▪ Do we see ways to be more efficient? ○ Debbie indicated that we have mainly been focusing on cuts instead of how to increase enrollment. Pam indicated that cost-savings is a big focus and one of our main concerns. Tri stated that while we focus on cutting, we need to focus on how to grow as well. The committee plans on meeting twice a month and report quarterly to LET. Debbie will report to ALT as needed. Vicki indicated that the committee is also looking into what JCTC has been doing to increase enrollment and allocate faculty responsibilities more efficiently. The key to building these relationships is to network with people at JCTC who have a connection at the college to get insight, information and detail about the process and how it has been working. • Tri asked: “Are there any suggestions or ways ALT can assist with the process?” <ul style="list-style-type: none"> ○ Debbie and Vicki Partin stated that they will let us know as the committee moves forward. Greg suggested that we present it to our areas as an idea presenting time. Suggestions will be brought back to ALT for review. 	<p>Vicki Partin suggested that any comments and concerns be sent directly to the AD or Dean and then presented to ALT to share with the committee.</p>
<p>Class Scheduling— Vicki Partin</p>	<ul style="list-style-type: none"> • Class Scheduling (See attachment for additional information) <ul style="list-style-type: none"> ○ Vicki Partin discussed the scheduling protocols that assist scheduling coordinators with scheduling courses and assigning section numbers. Vicki presented a 	

	<p>handout to share with ALT the different section numbers associated with the type of courses offered at each campus. Some new classes have been added to the document for fall. Kevin suggested that the W1 for weekend may need to be revised so that they are not confused with workforce courses. Once it is revised and updated, Greg suggested that Vicki send the file to Rebecca so it can be loaded to the Backpack for easier access to the document. Debbie questioned the joined area. Vicki stated that there are three new areas: joined (FYE classes tied to a math class or an English class), Blended 12-week (the B represents the 12 week bi-term), and accelerated remediation (the A represents that the course is a supplementary course).</p> <ul style="list-style-type: none"> • General information <ul style="list-style-type: none"> ○ Luv and Vicki will be splitting some of the tasks Dave handled. Vicki will update scheduling documents, including room grids and send them to ALT; prepare scheduling recommendations for all of the campuses; and send and receive the recommendations as well as the final coordinating schedules. Luv will compile all course scheduling documents and proof the document to send to Becky; update cancellations of classes; and assist with finding open classrooms. • Fall 2015 <ul style="list-style-type: none"> ○ Updated reports will be sent on Monday and Wednesdays. Vicki will send the report to ALT today so that any revisions or changes can be made before late registration begins on Monday, August 10. Greg suggested that a key person to include is Pam Bates to assist us with knowing which classes are needed from an Advising perspective. All of the suggestions for additional schedules have not been added to the fall 2015 calendar. Debbie stated that a lot of the classes may be in the system, but if they are tentative they will not show on the schedule. Typically, in the past, Dave would open the courses once the request was submitted by the AD. Tammy suggested that during the mega analysis, it would be beneficial if the AD's built some sample schedules. • Spring 2016 <ul style="list-style-type: none"> ○ There are very few 12-week courses in the spring. Vicki will send a document to ALT of additional courses that are not on the schedule. There are 100 sections that need to be added. The sections will be broken into two separate entities-12-week and blended. The first proof of spring will come out on Monday. With the proof for accelerated courses-all the sections numbers need to be changed; for the joint courses-make sure all of the courses are in one source document. 	<p>Pam will provide the correct format for workforce courses to Vicki so she can include this in the course scheduling module and update it.</p> <p>Vicki emphasized that it is very important that all deadlines are met and to make sure that everyone pays attention to the Academic Calendar.</p> <p>Vicki suggested that ALT pull up all of the 12-week courses and make sure that there are no conflicts.</p>
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	<ul style="list-style-type: none"> • Vicki presented a question to ALT: “What mode do we want for the blended classes?” <ul style="list-style-type: none"> ○ Angie indicated that last spring the blended courses were identified as HB. ALT agreed as a whole to keep the format the same. • Summer 2016 <ul style="list-style-type: none"> ○ Vicki asked ALT if it was possible to not offer summer classes at the regional campuses. In the past, RDG30 and MAT55 were the only classes that met enrollment, capping at only 8 to 9 students. Also, in the past, we have not offered a lot of variety at the regional campuses. Greg stated that we really need to review what is happening at regional campuses. Tri indicated that in the past, Dave spoke directly with the regional directors to see what course offerings were required. Greg suggested that it may be more beneficial to possibly move a program to a different campus to increase enrollment in course offerings. • Fall 2016 <ul style="list-style-type: none"> ○ Vicki will send a blank course schedule to ALT and they will fill in the sections required. Vicki would like for the meta analysis to mean something now. Vicki suggested that we use the grids to display conflicts in student scheduling and make sure that we have a good variety and a more efficient method to advise the student. Tammy suggested that this would be a great marketing tool for class scheduling and will assist us with finding gaps in course scheduling. One of the main issues facing scheduling and analysis at this moment is that many of the courses offered between 3:30 and 5 are not making enrollment. Vicki suggested that we find ways to better market these classes and offer better opportunities for students that need to take classes during that time frame but are unable to make it because of conflicts with scheduling. 	<p>Vicki suggested that in the summer at regional campuses we should focus on remediation courses only. ALT will discuss solutions to this problem when planning for summer begins.</p> <p>Vicki Partin will meet with ALT as needed to discuss scheduling issues and concerns.</p>
Summer AD and Dean Coverage	<ul style="list-style-type: none"> • Greg suggested that for next year we provide office locations for AD and advisors on call to better assist students. AD’s need to make sure that Advisors and DOM’s are aware of the AD rotation schedule when students walk-in without scheduled appointments. • Greg suggested that when AD’s leave for vacation during the summer, it would be helpful if they could assign their advising responsibilities to someone who is available. • Tammy suggested and Angie seconded the motion that we need to schedule a training with everyone involved with summer courses and advising to address issues with online students. 	
2016 Academic Budget Discussion— (attachment)	Tri opened the floor for discussion.	

	<ul style="list-style-type: none"> • Greg indicated that the budget was ironed out in May and if there were any dramatic changes, Greg and Bonnie discussed those issues with administration and leadership. Reserves were bumped up to prepare us for unexpected expenses, program and budget cuts, and additional items as they come up. • Tri indicated that it is unknown that additional allocations will be made to cover additional expenses. If we do not have any additional NR funds, the NR funds will be allocated to assist with these expenses. Greg suggested that we remain very conservative about the funds that we request for additional items. Greg indicated that in the past, each division is responsible for using all of their division funds before requesting additional funds. • Tri indicated that the end of year 2014-2015 budget looked very good. The college is in a good place to actually balance the budget this year, if we remain conservative. 	<p>Tri will present a standing report to ALT from the LET meetings so everyone is on the same page.</p>
<p>2015-2016 Reassigned Time Discussion— (attachment)</p>	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • Tri shared with ALT that the original list was incorrect in the CIT area but has been updated. There are reassignments in many areas. Tri emphasized that a lot of work that is done in areas may not be completed if we did not have overloads and reassignments. • Greg indicated that many of the reassignments are not a result of paying more money, but as a result of reallocating job responsibilities. • Tri suggested that ALT present their outcomes and expectations for specific reassignments. Tri would like for ALT to cover what they expect from the reassignment and report what the end results were as a result of the reassignment. Greg suggested that this would be a great model to track success, expected outcomes and to measure what happens next as a result of the reassignment. Tri stated that we would use this model to assess needs for additional years to come. Angie indicated that in the past, committees within Academics were formed to comply with SACS and other assessment measures required of community colleges. Angie brought to the floor that every initiative that we push in Academics should be faculty driven. • Tri asked: “Does this model work and what could we do differently?” <ul style="list-style-type: none"> ○ Debbie stated that the model is the only model that they know. Greg indicated that the model has always been the same for every AD and from a Dean and AD’s perspective, it is really hard to manage when additional responsibilities are added mid-year or mid-semester. • Tri asked: “Are all divisions equally similar?” 	

	<ul style="list-style-type: none"> ○ Angie stated that all divisions are unique. The roles and responsibilities are completely different. Debbie indicated that it is very tricky when dealing with technical and Gen Ed programs in the same division. ● Greg presented to the floor: “How does ALT feel about Math?” <ul style="list-style-type: none"> ○ Jackie stated that no matter what happens, the workload keeps us all pretty busy. Vicki indicated that a lot of times, what is not picked up, the AD picks up. Greg stated that STARFISH plays a major role in the advising aspect and it makes it harder to manage the student at times when so many people have access to the student. Another issue is that employee morale is down so that plays a major role in conflict management between the student and Faculty. 	
Academics’ Calendar— (attachment)	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> ● Greg will tweak the calendar. Tri indicated that the calendar will be posted on Academics webpage. Greg requested that at the end of the agenda upcoming events would be helpful if they were added at the end of the agenda. ● Kevin requested that an ALT calendar invite be sent to ALT. Tri will send beginning with August 18th. 	<p>Academics Calendar will be posted on Academics webpage.</p> <p>Upcoming events will be added at the end of the agenda.</p> <p>Tri will send a calendar invite for all upcoming ALT meetings to ALT beginning with the August 18th meeting.</p>
Promotion Calendar— (attachment)	<ul style="list-style-type: none"> ● A handout has been presented to ALT to assist with promotion and tenure. Greg requested that ALT bring forms, paperwork, and documents that support the promotion process so we can share it among one another. Kevin indicated that this would be a great idea, especially for those who have never done the process. Tri requested to add this as an agenda item at the next meeting. 	<p>Supporting documents required for the promotion process will be added to the agenda for ALT’s next meeting.</p>
Review Role of Assistant Deans—Job Description and Responsibilities— Greg Feeney	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> ● Greg reviewed the description of AD responsibilities. Greg emphasized that this year will call for a great deal of leadership as far as faculty voice, us moving forward, and just enjoying our jobs. A lot of changes have occurred and there are a lot of people that are in their final term serving as AD and we really have to look at how we can work together. Angie stated that while we are in a position of influence, we have to remember that we 	

	<p>are walking a fine line and we have to acknowledge the challenges and find something good in it. Jackie stated that she is excited about the changes and the new opportunities presented for everyone to grow and learn together. Debbie added that to be effective, we have to be open to accept the criticisms and insensitive issues that may arise with Faculty.</p>	
<p>Testing Center Update—Pam Hatcher</p>	<ul style="list-style-type: none"> • Pam stated that as part of the restructuring we have closed the workforce training and testing center-this includes any external services provided for students and services. Sandy Muncy is the testing proctor. Notices have been sent to vendors and they will be aware of the changes by August 15th. If companies are asking about training and resources, please forward their requests to Pam or Sandy. 	<p>If there are any internal areas or testing we need to include, let Pam know so Workforce Solutions can work to include those programs/areas.</p>
<p>PPE Planning Discussion—(ITES)</p>	<ul style="list-style-type: none"> • The PPE module that Staff uses is not live for Faculty. • Debbie asked: “How do we address 11 and 12-month faculty?” <ul style="list-style-type: none"> ○ Greg stated that Academics is currently working through issues regarding faculty who are 11 and 12 month. Academics is focusing on looking at what the expectations for these 12-month faculty are. The guidelines for 10-month faculty have not changed. All tenured faculty-Associate or above-are only required to be evaluated every other year. They have to complete planning every year, but the rating carries over. 	<p>Further discussion will happen between Greg and the AD’s.</p>
<p>Syllabus Checklist—(attachment)</p>	<ul style="list-style-type: none"> • Greg indicated that the main issue we need to address are ideas on how we can ensure the several issues we ran into this summer regarding appeals goes a lot smoother moving forward. Greg emphasized that we really need to make sure coordinators and faculty are updating their syllabi. Debbie indicated that the new competencies need to be revised. The AD’s agreed to double-check DOM, AD, and contact information. 	<p>AD’s will make sure their coordinators and faculty update their syllabi to include revised competencies and updated DOM, AD, and contact information.</p>
<p>Automated Travel Reimbursement Process</p>	<ul style="list-style-type: none"> • Tri suggested that everyone needing training reach out to the appropriate individuals and make sure that happens pretty quickly before the semester begins. • Susan opened the floor regarding PD funding. Tri indicated that as of right now, additional funds have not been allocated to cover PD. Greg suggested that in the past, divisions are required to use all of their funds and then request additional funds from Academic Reserves if required. 	
<p>Program Advisory Committees—Greg Feeney</p>	<ul style="list-style-type: none"> • Greg presented to the group the role Advisory Committees serve to our college. ALT is looking at how academics can enhance workforce and vice versa. The focus is on making sure that we are really connecting Gen Ed courses and not just technical with workforce development to make sure we are emphasizing the importance of soft skills. Our Advisory 	<p>AD’s are going to push their coordinators to have at least two advisory meetings per year and work on building</p>

	<p>Committees provide an opportunity for us to be really strong in the community and assist us with receiving additional funding and community connections to strengthen our goals for our programs and within our college.</p> <ul style="list-style-type: none"> • Susan indicated that in the advisory agreement, divisions must have two advisory meetings per year. Greg stated that two meetings will be a minimum. When we look at the potential that is out there and how rich our environments are this is a wonderful opportunity for us to demonstrate who we are and snowball off of these relationships. We really need to promote this level of involvement and reach out. Rebecca emphasized that the goal of these meetings is not to just get it on paper. The point is to see the input from these programs, learn more about what the programs offer, and make valuable connections with the community. • Greg emphasized that it is important for us to build great networking relationships and rapport with the members that serve on these committees. Debbie stated that when we bring in people from different universities these connections are feeders for our students and allow these institutions to promote our programs. Melanie and Rebecca added that these meetings are beneficial to the growth of our college because they really do highlight best practices and promote our programs. 	<p>relationship and rapport with our community connections.</p>
<p>Elimination of COMPASS 2016— Rebecca Simms</p>	<ul style="list-style-type: none"> • Rebecca shared with the group that ACT will be phasing out the COMPASS exam because it is not contributing as effectively to student success. The new version of COMPASS 5.0 will be phasing out November 2016. • Rebecca asked the group: “What are some other options we have to assess our students?” <ul style="list-style-type: none"> ○ Greg stated that we really do not have much input to provide because this is an issue that needs to be handled at the Systems level. • Rebecca stated that the announcement came out from ACT in June. 	<p>Rebecca will provide additional information about progress regarding the issue as they arise.</p>
<p>General Education Assessment and Student Learning Outcomes—Rebecca Simms</p>	<ul style="list-style-type: none"> • Rebecca shared with the group that the Gen Ed assessment met last year and decided to assess Ethical Reasoning. A committee was created to address the issues. Jeff and Brandon are serving on the committee. Friday at the kickoff a session will be offered to teach us more about the assessment. They will also cover cheating and plagiarism. They will work with FYE to complete pre and post assessments to evaluate this assessment. A report will be presented to SACS to show how this impacts our college. • Student Learning Outcomes along with program assessment will be covered by Karman. Karman is working with faculty to evaluate student outcomes as related to different assignments students complete. There is currently nothing to report yet. The assessment is in collaboration with UK and other colleges in KY. The program is part of a consortium. 	

College Work Groups—SDEM, PIM, etc.—Greg Feeney	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • Greg suggested that we continue to serve on SDEM. Jackie, Debbie and Ben Worth (tentative) will serve on the committee this year. • Tri presented a questions to ALT: “Is there any interest in additional work groups?” <ul style="list-style-type: none"> ○ Tammy suggested a PIM workgroup. Tammy, Angie, and Melanie will serve. 	As requests for other committees arise ALT will develop those committees.
Topics for Future ALT Meetings	<ul style="list-style-type: none"> • ALT Goals <ul style="list-style-type: none"> ○ Tri requested that all agenda items be sent directly to him. 	Send all ALT agenda items to Tri.
ALT Meeting Dates and Times	<p>All meetings held at Newtown</p> <ol style="list-style-type: none"> a. Tuesdays 2-4pm b. 1st and 3rd Thursdays 2-4pm (TBD as the semester progresses) c. Others as needed. d. Continue practice of selecting facilitator. See sign-up sheet. 	Facilitator sign-up sheet will be submitted with ALT agenda once finalized by Tri.
Additions to Agenda	<ul style="list-style-type: none"> • Distant Learning Platform-Ben Worth: <ul style="list-style-type: none"> ○ Please read Ben’s email and begin to think about other online platforms for learning besides Blackboard. Any suggestions can be forwarded to Ben to share with his committee he is serving on with KCTCS. • Forcing full-time Faculty to teach full-time courses at Cooper-Debbie: <ul style="list-style-type: none"> ○ Full-time and adjunct faculty are not wanting to teach at Cooper because of parking. • Debbie asked: “Do we cancel the course or force a full-time to teach it?” <ul style="list-style-type: none"> ○ Debbie indicated that as an AD it is her responsibility to make sure a class is fully staffed. Tri suggested that we devise a policy for that process. Debbie suggested that we have a discussion in September about solutions to resolve this problem. Tri agreed to add this as an agenda item for September. • Advising-Rebecca: <ul style="list-style-type: none"> ○ Please relate to your faculty that advising this summer has been wonderful and Pam Bates extends her thanks and appreciation. If you or your faculty signed up for advising on Aug 10-13, make sure that your Faculty show up at their designated times. This year they are anticipating that late registration is going to be pretty busy. We need everyone who has signed up to make sure that they report at their designated times. Please remind everyone at your division meetings on Friday. • Class list-Tammy: 	Discussion was tabled and will be discussed further at September’s ALT meeting.

	<ul style="list-style-type: none"> ○ Becky sent out a list earlier today and would like one central person to handle this list. Tri suggested that ALT send all courses open for late registration directly to his attention. Send all lists to Tri by August 14th. The list must be forwarded to Becky before August 19th. ● Withdrawal policy-Jackie: <ul style="list-style-type: none"> ○ Please refer to Jackie’s email. All of the rules and guidelines are outlined in the email. Please share with your divisions the policies regarding withdrawal. Greg suggested that we revise our policies and change our rules so this does not occur again in the future. We have to be careful when an area policy conflicts with a college policy. This case has been referred to the rules committee for further review. ● Division Agenda Meetings: <ul style="list-style-type: none"> ○ Vicki plans to cover: <ul style="list-style-type: none"> ▪ Budget updates, open house on October 24th, Gen Ed assessment review, VP search committee, PPE planning, syllabi, Advisory meetings, compass test phasing out, orientation, and late registration. ○ Angie plans to cover: <ul style="list-style-type: none"> ▪ Org chart will be presented at meeting. ○ Kevin plans to cover: <ul style="list-style-type: none"> ▪ Communicating with students, syllabi checklists, PPE updates, advisory meetings, and COMPASS testing phasing out. ○ Debbie plans to cover: <ul style="list-style-type: none"> ▪ Distribution lists for coordinators. ○ Tammy plans to cover: <ul style="list-style-type: none"> ▪ Updated org chart requests for projects and reports, Reaccrediting visits and paperwork. 	<p>Send all courses open for late registration directly to Tri’s attention by August 14th.</p>
Adjournment	Meeting adjourned at 2:45 p.m.	
Next Meeting	August 18 th , 2 p.m. at Newtown Campus.	