

Academics Leadership Team Meeting Minutes		
Date: August 15, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Pam Hatcher Recorder: Barbara Thomas
Present: Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson		
Guest(s):		
Agenda/Issue	Discussion	Action
Welcome	<ul style="list-style-type: none"> Members were welcomed to the meeting. 	
Leadership Highlight	<ul style="list-style-type: none"> The facilitator gave a brief overview of the leadership highlight, the introduction of <i>Wait, What?</i>, a book by James E. Ryan. Then the group discussed the introduction (“Why Do You Ask?”) and its key points. After the discussion, the facilitator asked the group to read the following chapter (pages 21-37) and be ready to discuss it at the next ALT meeting (August 22). 	The facilitator asked the group to read the following chapter (pages 21-37) of <i>Wait, What?</i> and be ready to discuss it at the next ALT meeting (August 22).
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of AHNS reminded the group about the email she had sent about BIO 130 with a deadline of August 16. She noted AHNS is considering it for a once a year class. The AD of AMT discussed scheduling at the new Georgetown Campus and asked the group for input. The VP of AWD suggested that he consider all of the extenuating variables and contact the coordinator of Scheduling Support for additional information. The AD of BCIS inquired about contract requirements for those teaching outside their areas. The VP of AWD requested that the AD of BCIS ask Ginger Porter to provide him with some additional information. 	<p>The AD of AHNS reminded the group about the email she had sent about BIO 130 with a deadline of August 16.</p> <p>The VP of AWD requested that the AD of BCIS ask Ginger Porter to provide him with some additional information concerning contracts.</p>
Approval of ALT Minutes from 4/11/17, 5/09/17, and 8/03/17	<ul style="list-style-type: none"> Minutes from the meetings held on 4/11/17, 5/09/17, and 8/03/17 were approved with a modification to the minutes from 8/03/17 meeting. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> Work and Learn Initiatives: Dean Hatcher briefly discussed Work and Learn initiatives, and said they are in the process of developing a Work and Learn model. She said they would be putting together a repository of information and taking an inventory of it. She added they would put some initiatives in place in some areas and observe how they work in those areas. Syllabus Checklist: The AD of BCIS explained the work the ALT volunteers had done to update the Syllabus Checklist. A short discussion followed. The consensus of the group was there were no significant changes that need to be made, and the group recommended the only update was to add objectives/competencies language to the Syllabus Checklist before posting and distributing it. Dean Mayo suggested emphasizing content and reading the syllabus after it was completed. The VP of AWD emphasized the importance of the syllabus. Then the AD of AMT suggested that any additional recommendations be referred to the Standard Syllabus Work Group. Adjunct Faculty Orientation: Dean Mayo reported that the Adjunct Faculty Orientation went well and that 110 adjuncts signed in and participated. The AD of Mathematics and Statistics commended Dean Mayo for recording it. The AD of CHLSS suggested the “It’s On Us” training requirement be emphasized more. The VP of AWD requested that Dean Mayo ask Kelly Hagan to send additional information to adjuncts about the “It’s On Us” training requirement and policy. Dean Mayo requested that any other comments or suggestions be emailed to her or Kelly Hagan. Withdrawal Process: It was reported that the new withdrawal process did not move forward for fall 2017. It was noted that a couple of colleges in the system are piloting it. 	The VP of AWD requested that Dean Mayo ask Kelly Hagan to send additional information to adjuncts about the “It’s On Us” training requirement and policy.

Work Ready Kentucky Scholarship Information	<ul style="list-style-type: none"> The AD of Workforce Solutions reported that 337 students applied for the Work Ready Kentucky Scholarship. She provided BCTC’s Kentucky Work Ready Scholarship Program brochure, “Work Ready Scholarship Program – Ready. Set. Work.” She said that students must take at least 6 hours and no more than 12 a semester to be covered by the Work Ready Kentucky Scholarship. She added they must complete in 2 years and their major must match the certificate or diploma they are applying for at the KHEAA scholarship site. She noted the majority of applicants for BCTC were current students. She said they had a call with the KCTCS system office the week prior to classes starting. She added they informed the colleges that have a 3 credit hour Medicaid Nurse Aide certificate that they would not sponsor that certificate and the colleges offering a 6 credit hour version of the Medicaid Nurse Aide would be sponsored. She noted that no scholarships have been awarded at this point. When concluding, she stated that she and Clovis Perry are willing to speak to Divisions if needed. 	
Refugee Career Pathway Grant Information Request	<ul style="list-style-type: none"> The AD of Workforce Solutions announced that a \$250,000 Refugee Career Pathway Grant is being written and that Erin Howard would be the PI on the grant. She suggested that information about Work and Learn initiatives could possibly be included. Then she asked members to provide her with any information they could contribute to the grant. 	The AD of Workforce Solutions asked members to provide her with any information they could contribute to the Refugee Career Pathway Grant.
New Faculty Orientation	<ul style="list-style-type: none"> The VP of AWD reported the New Faculty Orientation went well. He requested that ADs talk with the Deans about new faculty mentors (internal and external) and send that information to Jackie Wiseman. In addition, he requested that members send information forward to their Deans about faculty in their Divisions who would be good outside mentors. 	The VP of AWD requested that ADs talk with the Deans about new faculty mentors (internal and external) and send that information to Jackie Wiseman. In addition, he requested that members send information forward to their Deans about faculty in their Divisions who would be good outside mentors.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of AHNS announced there is a new program coordinator for Sonography and that AHNS has a new DOM. She reported that Pharm Tech had a good site visit and that twenty advisory committee members attended. She commended Sara Sauer for doing a good job coordinating the site visit. In addition, she announced that Dental Hygiene was recognized by an agency in another state. She provided information about upcoming area events, Suds and Science and Solar Eclipse. She added that WKYT would be doing an interview the following morning about the Eclipse viewing parties and the balloon project. The Interim AD of Humanities announced that a new DOM would begin work the following day in Humanities. Dean Liles announced the expansion of nurse aide evening classes at Leestown. She reported that Kentucky Medication Aide has been added through Workforce, and she discussed the requirements. The AD of Workforce Solutions gave an overview of the projects under way in the community. The AD of Mathematics and Statistics reported that adjuncts are needed in that area. The Director of Adult Education announced that an instructor is needed for the Lexington Detention Center. He noted that it is a part-time position. The AD of BCIS reported that Film had a good summer. She said several students worked on full-length films and that she was pleased that one student won an award through the Atlanta Film Festival. She added that Stephanie Fitch is on the film commission for Lexington and the state. 	

	<p>Scheduled program updates</p> <ul style="list-style-type: none"> There were no program updates reported. <p>Professional Development</p> <ul style="list-style-type: none"> Dean Mayo reported that she had distributed a list of all the ALT PD activities to members. She added the ADs are responsible for what their programs present during the Thursday Program Highlights and the ADs would be responsible for coordinating that. She noted the Thursday Program Highlights were added to educate ALT on area programs. <p>Workgroup reports</p> <p>The VP of AWD requested that a lead be identified for each 2017-2018 ALT Workgroup. He noted those chairing the workgroups would reach out and decide how and when to meet.</p> <ul style="list-style-type: none"> Student Development and Enrollment Management (SDEM) – Kevin Dunn, Chair; Greg Feeney; Beth Healander; Karen Mayo Marketing – Tammy Liles, Chair; Robert Campbell; Yasemin Congleton; Pam Hatcher; Melanie Williamson Finance and Operations – Laura Lynch, Chair; Tammy Liles; Ralph Potter; Rebecca Simms; David Sturgill; Steve White 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD reported that Academics and Workforce Development had submitted committee information and that college committee information would be distributed in a couple of weeks. He announced that Laurel Martin, Associate VP for Advancement, would be reaching out to Coordinators about the October 4 recognition event, and he encouraged members to provide Laurel with any additional information they have. He discussed that the Faculty Performance Review Appeals Committee is now in place to address faculty performance appeals. He reported that Terry Buckner would be presenting on the QEP at the November APT meeting. He announced that VP Mark Manuel and VP Lisa Bell are working with Dr. Julian on a Communication Plan and that he would be working with them on it. The VP of AWD noted that the importance of retention was discussed along with enrollment. He announced that a representative of the Franklin Covey training would be at APT on September 7. The VP of AWD noted that office space on Newtown and Leestown would be scarce. Rebecca Simms is putting draft criteria together for ALT’s review. If you have suggestions for criteria, please forward to Dean Simms. He requested that faculty and staff work with Maria Torres concerning the \$150 for professional development. From the CAO meeting, he reported that the Chancellor’s focus is on meta majors, a college success course, assessment and placement, competency based education, career pathways, and work and learn. He noted the Math Pathways Work Group, Am I Job Ready, outreach, and SACS questions were discussed. <p>Academic Council</p> <ul style="list-style-type: none"> Three workgroups for the year: Meta majors; College success course, assessment and placement, Math pathways workgroup – ask Sydney from membership Meta-majors Co-requisites 	<p>The VP of AWD noted that office space on Newtown and Leestown would be scarce. Rebecca Simms is putting draft criteria together for ALT’s review. If you have suggestions for criteria, please forward to Dean Simms.</p> <p>The VP of AWD requested that faculty and staff work with Maria Torres concerning the \$150 for professional development.</p>

	<ul style="list-style-type: none"> • First year experience • Focus for the year <ul style="list-style-type: none"> ○ Competency based education – look at CPE’s definition ○ Career pathways ○ Work and learn <ul style="list-style-type: none"> ▪ Owensboro is expanding FAME model to nursing and other areas • Chancellor’s Office Reorganization – check website for org chart she showed • The next meeting has been scheduled on September 8, 2017. 	
Awards	<ul style="list-style-type: none"> • The Dean of Academic Support gave a Woohoo Award to Dean Mayo for her excellent work with faculty as the semester started. • Steve White gave the other Woohoo Award to Kausha Miller for making it to the meeting under challenging circumstances. • Ralph Potter awarded the d-doll to Karen as well. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>August</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</p> <p>Aug. 29 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year</p> <p>Aug. 31 AIM - Academic year plans and SLOs entered</p> <p>September</p> <p>Sept. 1 Academics web content review</p> <p>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</p> <p>Sept. 8 Cancellation of Fall 12-week classes</p> <p>Sept. 8 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Sept. 8 Coordinator meeting 10:00-Noon, Newtown Campus</p> <p>Sept. 8 Final Fall PeopleSoft course updates complete</p> <p>Sept. 8 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty</p> <p>Sept. 11 Scheduling Coordinator sends request for list of Spring 2018 classes with bookstore course fees and modules</p> <p>Sept. 11 Scheduling Coordinator sends request for list of Spring 2018 variable credit classes</p> <p>Sept. 11 Start of Fall 12-week classes</p> <p>Sept. 13 ALT returns list of Spring 2018 classes with bookstore course fees and modules</p>	

	<p>Sept. 13 ALT returns list of Spring 2018 variable credit classes</p> <p>Sept. 15 List of all full-time faculty prepared for Peer Evaluations</p> <p>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</p> <p>Sept. 22 Division meetings</p> <p>Sept. 22 All Fall syllabi are to be filed on the server</p>	
Adjournment	Meeting was adjourned at 3:45 p.m.	
Next Meeting(s)	Tuesday, August 22, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Rebecca Simms	