

Academics Leadership Team Meeting Minutes		
Date: August 16, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Rebecca Simms 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		
Guest(s): Tania Gross		
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 an overview of an article written by George R. Boggs entitled “Systemic Change Needed to Support STEM.” A discussion followed with members contributing their ideas and talking about ways to help students be more successful. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Kevin Dunn gave an overview of an associate professor’s proposal to teach students at another campus location using Bluetooth technology. After a short discussion, the VP of AWD requested that Kevin Dunn and Melanie Williamson meet with the associate professor about it. A member suggested that more than one person needs to be scheduled for a 2-hour period of Gen Ed advising on the first day of classes since it is a very busy day for everyone. The Dean of Academic Support reported that she had requested active shooter training. She noted that BCTC Safety & Security will be able to provide a basic safety class. In response to an inquiry about the procedure for students who are not feeling well when in class, the consensus of the group was to call 911 if deemed necessary. The Dean of Academic Support announced that faculty credentials professional development will be scheduled soon. 	The VP of AWD requested that Kevin Dunn and Melanie Williamson meet with an associate professor who is interested in using technology to teach students at another campus location.
Approval of ALT Minutes from 08/03/16	<ul style="list-style-type: none"> Minutes from the meeting held on 08/03/16 will be voted on at the next meeting. 	
	<p>Cancellation of Classes</p> <ul style="list-style-type: none"> After a brief discussion about the cancellation of classes, a Dean explained the process of class cancellations. <p>Submit names to Karen Mayo of full time faculty who would be willing to be mentors</p> <ul style="list-style-type: none"> Karen Mayo stated that she has received some names of full time faculty who are willing to serve as mentors, and she requested that members send any additional names to her. <p>2016 Fall Kickoff – August 5, 2016</p> <ul style="list-style-type: none"> Members gave positive feedback about the 2016 Fall Kickoff. Some said that an hour is too long for lunch, so a 30-minute lunch was suggested for the next kickoff. One member heard good comments about the Disney presentation, but many were not able to attend due to other required professional development that was offered at the same time. Another member suggested including a Disney presentation in the sessions that will be offered at the 2017 Changing Classroom Cultures Conference. 	Submit names to Karen Mayo of full time faculty who would be willing to be mentors.

	<p>Adjunct Orientation – August 10, 2016</p> <ul style="list-style-type: none"> • The VP of AWD thanked those who organized the Adjunct Orientation. • Members reported that it was well attended. • One member suggested inviting James Chambers to speak at the next orientation. • The VP of AWD requested that members ask Coordinators what information they would like adjuncts to receive during the annual Adjunct Orientation and report that information to him. <p>Committee Assignments – August 12, 2016</p> <ul style="list-style-type: none"> • It was noted that committee assignments have been received from members and will be submitted to President Julian. <p>Welcome Week Event – August 22, 2016</p> <ul style="list-style-type: none"> • It was announced that Welcome Week will begin on August 22, 2016 and the First Year Center is hosting the event. • During a discussion about the event, members indicated that several programs would be participating. <p>Digital Literacy Requirement Waived for Students</p> <ul style="list-style-type: none"> • The VP of AWD reported the BCTC Registrar has received information about the digital literacy requirement being waived for students, and he noted the waiver is ongoing until further notice. 	<p>The VP of AWD requested that members ask Coordinators what information they would like adjuncts to receive during the annual Adjunct Orientation and report that information to him.</p>
Majors Fair	<ul style="list-style-type: none"> • Tania Gross, BCTC Associate Vice President of Retention & Student Services, discussed the development of the upcoming Majors Fair, gave an overview of it, and provided two optional dates. • She said the Majors Fair would be held at the Cooper Campus. • The VP of AWD suggested that volunteers be stationed in the parking lot at the Cooper Campus on the day of the event to let those attending know where to park and how to get to the Majors Fair. • One of the members suggested that consideration be given to holding a Majors Fair at the Newtown Campus, too. • The Dean of Academic Support inquired about the possibility of including high school students in the Majors Fair and filming the event. • In concluding remarks, Tania confirmed the Majors Fair would be held on September 21, 2016. • Jackie Wiseman agreed to serve as the ALT point of contact for the Majors Fair. • The VP of AWD thanked Tania for coming to the meeting and stated that every area of Academics and Workforce would be covered at the Majors Fair. 	<p>Jackie Wiseman agreed to serve as the ALT point of contact for the Majors Fair that will be held on Wednesday, September 21, 2016, at the Cooper Campus.</p>
Senate Meeting Information	<ul style="list-style-type: none"> • The AD of Distance Learning discussed information about digital literacy, placement, and curriculum. • He noted that he has a meeting with the Mandatory Placement group on August 18, and he requested that members send him discussion items and input by the end of the day on Wednesday, August 17. 	<p>The AD of Distance Learning requested that members send him discussion items and input by the end of the day on Wednesday, August 17, for his meeting with the Mandatory Placement group.</p>

New Faculty Mentoring	<ul style="list-style-type: none"> • Karen Mayo provided an overview of New Faculty Mentoring and referred to four documents (Mentoring, Mentoring Checklist, New Faculty Orientation Content – Matrix, New Faculty Seminar Series 2016-17) she had distributed to ALT before the meeting. • She noted the documents are intended to serve as a starting point for mentoring and to support mentors and mentees as they work together throughout the year. • She said each new faculty member will have an internal mentor (within the division) and an external mentor (outside the division) this year. • She concluded by stating they are working on formalizing the mentoring process, and they are asking members to share the documents and information with their mentors so they can share it with mentees. 	Karen Mayo requested that members share the four New Faculty Mentoring documents (Mentoring, Mentoring Checklist, New Faculty Orientation Content – Matrix, New Faculty Seminar Series 2016-17) and information with their mentors so they can share it with mentees.
Community Day	<ul style="list-style-type: none"> • Pam Hatcher announced that Community Day will be held at the Newtown Campus on Saturday, October 1, 2016, from 11 a.m. to 3:00 p.m. • She stated that Community Day would be interactive and gave an overview of the planned activities that include beneficial “how to” demonstrations and tips similar to that offered at fairs and expos. • She said an announcement about Community Day was emailed before Division meetings were held. • Several members provided information about the activities their programs are planning for the event. 	Community Day will be held at the Newtown Campus on Saturday, October 1, 2016, from 11 a.m. to 3:00 p.m.
Hazardous Communications (HazCom) Training	<ul style="list-style-type: none"> • Tammy Liles reported that every BCTC employee is required to complete Hazardous Communications (HazCom) Training. • If a BCTC employee has not completed the training and has missed the August 15, 2016 deadline that was announced during the summer, she stated the employee needs to complete it as soon as possible. • If anyone has trouble accessing the training module or opening the test, she said to contact Cindy McDonald, BCTC Dean of Operations, and provide the name, email, and campus location of the employee. 	Every BCTC employee is required to complete Hazardous Communications (HazCom) Training. If anyone has trouble accessing the training module or opening the test, contact Cindy McDonald, BCTC Dean of Operations, and provide the name, email, and campus location of the employee.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The VP of AWD invited members to share Division/Area updates and stated that he would like each area to give an update at the upcoming scheduled ALT meetings. • The Dean of Academic Support announced that a grant funded Adult Education Coordinator position will be opening for Scott County. • It was noted that Coordinators would be working on dual credit alignment during the upcoming year. • A member announced that Tim Davis is holding auditions for two plays. • Another member reported that Angela Huddleston has been working on EdReady with Tates Creek High School. • One of the ADs stated that Stephanie Fitch helped a film producer find locations around Lexington to do filming since seven films have been slated for Kentucky in the next few months. In addition, the AD said that producers have offered to do talks, and they are looking for interesting collections. • It was announced that a work group on KYOTE has met. 	

	<ul style="list-style-type: none"> • Another member stated the college still has positions open for Nursing faculty. • The VP of AWD said the online BCTC Promotion and Tenure Guide would be updated soon. • The Dean of Workforce Development reported that work on the new Georgetown Campus is in the final stages of completion. • The VP of AWD will ask Rob Knight to give ALT an overview of the new Georgetown Campus. • After a short discussion about the course schedule for Georgetown, the AD of Advanced Manufacturing and Trades will confirm that it has been finalized and will show up in PeopleSoft during Advising. • The VP of AWD gave a brief update on the Cooper Campus. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • The AD of Workforce Development reported that visitors from South Dakota, North Carolina, and London, England have visited AMT. • It was reported that Pharmacy Tech has students enrolled in the new program. • After a brief discussion about courses, it was suggested that members identify which courses need to be taken first so that Coordinators know. • It was noted that in December 2016 the KCTCS Board of Regents is scheduled to review BCTC's Emergency Medical Services - Paramedic AAS. • The VP of AWD requested that members remind others to review and update their web pages. <p>Professional Development</p> <ul style="list-style-type: none"> • The VP of AWD distributed information about the new process for approval of professional development and funding. • He discussed the process and stated that Miranda Hines will facilitate the approval process and will review quarterly reports with the VP of AWD and Mike Franklin. • He requested that members contact Mike Franklin with any specific questions about Perkins. • After a discussion about promotion, it was suggested that faculty who are going up for promotion be eligible to be awarded \$500 for professional development. • Members were asked to notify their Dean about professional development requests for faculty going up for promotion. • The group was reminded that professional development on the topic of Scheduling will be held at the Newtown Campus on September 1. <p>Workgroup reports</p> <p>PD</p> <ul style="list-style-type: none"> • Karen Mayo announced that Advising PD on mandatory placement will be held the morning of September 30 (half day) at the Newtown Campus, and she requested that members send her topic ideas. 	<p>The VP of AWD will ask Rob Knight to give ALT an overview of the new Georgetown Campus.</p> <p>The AD of Advanced Manufacturing and Trades will confirm the course schedule for Georgetown has been finalized and will show up in PeopleSoft during Advising.</p> <p>The VP of AWD requested that members remind others to review and update their web pages.</p> <p>Karen Mayo announced that Advising PD on mandatory placement will be held the morning of September 30 (half day) at the Newtown Campus, and she requested that members send her topic ideas.</p>
	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> • There were no updates reported. <p>Strategic Plan</p> <ul style="list-style-type: none"> • There were no updates reported. 	<p>The VP of AWD noted that four items (4 Annual Priorities, Strategic Plan, AWD Goals, and SEM Plan) will appear on every ALT meeting</p>

	<p>AWD Goals</p> <ul style="list-style-type: none"> • There were no updates reported. <p>SEM Plan</p> <ul style="list-style-type: none"> • There were no updates reported. <p>The VP of AWD noted that four items (4 Annual Priorities, Strategic Plan, AWD Goals, and SEM Plan) will appear on every ALT meeting agenda, and he asked members to provide updates. He added that updates and information could be sent to ALT electronically.</p>	<p>agenda, and he asked members to provide updates. He added that updates and information could be sent to ALT electronically.</p>
<p>LET/Academic Council Updates (Greg)</p>	<p>LET</p> <ul style="list-style-type: none"> • The VP of AWD requested that members make sure every area has updated the BCTC online directory by Friday, August 19. • It was mentioned that an associate professor might be needed on the System Advisory Committee on Promotion. • In response to a discussion about books, a work group was formed with Melanie Williamson as the lead. Tammy Liles, Angie King, and Yasemin Congleton volunteered to serve on the work group. • It was noted that a 4-day week for Summer 2017 is still being considered. • After a brief discussion about facility issues such as building temperature affecting equipment and performance, the VP of AWD asked those with facility issues to email specific concerns to Barbara. <p>Academic Council</p> <ul style="list-style-type: none"> • After a discussion about Faculty Council, the VP of AWD requested that members or others they know who are interested in serving on Faculty Council send him an email by the end of the day on Wednesday, August 17. 	<p>The VP of AWD requested that members make sure every area has updated the BCTC online directory by Friday, August 19.</p> <p>The VP of AWD asked those with facility issues to email specific concerns to Barbara.</p> <p>The VP of AWD requested that members or others they know who are interested in serving on Faculty Council send him an email by the end of the day on Wednesday, August 17.</p>
<p>Woohoo Awards</p>	<ul style="list-style-type: none"> • Angie King, who received one of the Woohoo Awards at the last meeting, gave the perpetual award to one of the new members, Steve White, for his hard work and dedication to his new AD position. • Tammy Liles, who received the other Woohoo Award at the last meeting, passed the award to Laura Lynch for her outstanding work with the NASA Space Camp and other recent contributions. 	
<p>Upcoming Deadlines</p>	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>August</p> <p>Aug. 15-17 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Aug. 17 Last day to enter an organized class without instructor permission</p> <p>Aug. 18-19 Registration continues only for faculty-approved classes</p> <p>Aug. 19 Ombud Orientation 9:00-11:00, Newtown Campus Conference Room (CB 213D)</p> <p>Aug. 23 ALT members return 1st proof of the Spring 2017 class schedule to Vicki Partin</p> <p>Aug. 30 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year</p>	

	<p>September</p> <p>Sept. 1 Academics web content review</p> <p>Sept. 2 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Sept. 2 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Sept. 2 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion</p> <p>Sept. 2 Vicki Partin sends 2nd proof of the Spring 2017 class schedule to ALT</p> <p>Sept. 5 Academic Holiday (Labor Day)</p> <p>Sept. 9 Cancellation of 12-week classes</p> <p>Sept. 9 Final Fall PeopleSoft course updates complete</p> <p>Sept. 9 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty [Need to revise 12-month guidelines?]</p> <p>Sept. 9 ALT returns 2nd proof of Spring 2017 schedule to Vicki Partin</p> <p>Sept. 12 Start of 12-week classes</p> <p>Sept. 12 Vicki Partin sends request for list of Spring 2017 classes with bookstore course fees</p> <p>Sept. 14 ALT returns list of Spring 2017 classes with bookstore course fees</p> <p>Sept. 15 List of all full-time faculty prepared for Peer Evaluations</p> <p>Sept. 16 Division meetings</p> <p>Sept. 16 Candidates for Full Professor must notify President Julian and Beverly Drake by letter if they decline the opportunity to go up for promotion</p>	
Adjournment	Meeting was adjourned at 4:02 p.m.	
Next Meeting(s)	Tuesday, August 30, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Pam Hatcher	