

Academics Leadership Team Meeting Minutes

Date: August 18, 2015 Time: 2:00 PM – 4:00 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, Ben Worth	
Guest: Yasemin Congleton, Brandon Knight	

Agenda/Issue	Discussion	Action
Approval of Minutes from August 5, 2015 Retreat	<p>Tri opened the floor for feedback on format for minutes.</p> <p>The following suggestions were made:</p> <ul style="list-style-type: none"> ○ Rarely put names in the minutes; just state that we generally discussed, a member said, it was said, it was stated, etc. ○ Details are good, but less is more. ● Minutes were approved from 8/5/15. 	Members suggested that distribution of minutes to ALT be submitted within 3 days of meeting to review and submit revisions or suggestions.
Additions to Agenda	<p>Tri opened the floor for additional agenda items.</p> <p>Social Media:</p> <ul style="list-style-type: none"> ○ This topic was tabled and will be revisited at the next ALT meeting. <p>Coordinator Training:</p> <ul style="list-style-type: none"> ○ It was recommended to create a work session within hire touch to create a training module for coordinators. ○ IPRE will assist with developing the training module. ○ The work session will be held at Newtown from 9-12. <p>New KCTCS regulation:</p> <ul style="list-style-type: none"> ○ This topic was tabled and will be revisited at the next ALT meeting. <p>FAQ session:</p> <ul style="list-style-type: none"> ● “When are staff PPE’s due?” <ul style="list-style-type: none"> ○ Tri will verify dates with HR and submit an answer to ALT at the next meeting. ● “Is there an adjunct faculty office space at Newtown?” <ul style="list-style-type: none"> ○ A member suggested that it would be best to email the Dean of your division to request space. ○ A member advised everyone that there is an open lab, room 304 at Newtown for Faculty, Staff and Students to use now. ● “Is there a more recent organization chart that is not a draft?” <ul style="list-style-type: none"> ○ ALT members were advised to use the one that is available on the BCTC webpage. ● “When are agenda items due?” <ul style="list-style-type: none"> ○ A member suggested that all agenda items be due by noon on Friday. 	Agenda items are due by noon on Friday.

	<p>Division Promotion Procedures:</p> <ul style="list-style-type: none"> ○ This topic was tabled and will be revisited at the next ALT meeting. <p>Advising:</p> <ul style="list-style-type: none"> ○ Most questions were addressed during the advising update from Yasemin Congleton. A member suggested to submit any additional questions to Yasemin for discussion with the Director of Advising and Assessment and if required ALT would invite Yasemin back to follow-up. <p>Computer literacy requirement:</p> <ul style="list-style-type: none"> ○ It was discussed that those with a Bachelor’s degree when they transfer to BCTC to complete a degree they are already considered Gen Ed certified and are not required to complete the computer literacy requirements. The issue arose for those students who may have received their degrees before this competency was a requirement for Kentucky graduates. ○ It was suggested that we apply a timeframe limit to waive the computer literacy requirement. ○ The topic will be further discussed with the Director of Advising and Assessment to establish guidelines and a policy that is compliant with BCTC/KCTCS policies. ○ Agenda item tabled until next meeting. <p>Process regarding presenters:</p> <ul style="list-style-type: none"> ○ ALT members decided as a whole to divide presenters between ALT sessions so more time can be devoted to agenda items and discussion. A member also suggested that a time limit be established for each presenter. 	<p>Tri will establish guidelines for presenters and share with ALT at the next meeting.</p>
Position Vacancies	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> ● ALT members generally discussed the procedure for submitting request for position vacancies. It was suggested that all requests are submitted to your AD first and then forwarded to your Dean. ● The requests will be reviewed with the VP of Academics. Positions will be reviewed and the need for the line will be evaluated within that functional area. 	<p>If there are current needs, please email your list to your AD by noon, Friday, August 28th.</p>
Advising	<p>Updates were provided regarding advising.</p> <ul style="list-style-type: none"> ○ 642 students signed in for advising. ○ We are currently down 800 students compared to last year. ○ Advising duties may be reallocated to delegate responsibilities more efficiently. ○ Summer orientations are voluntary and are a separate process from late registration requirements. ○ A member suggested that the advising activities be more specific to advising and separate from orientation/registration activities. <ul style="list-style-type: none"> ● A member presented a question: “What is the plan for those students who do come in on Friday?” <ul style="list-style-type: none"> ○ Will be discussed further with Director of Advising & Assessment and an email will be sent to ALT discussing options. ○ Advising and Assessment will review advising model and work closely with advisor training and review new training modules, tutorials, and advising materials. Advisors will be responsible for shadowing an advisor experienced in their advising field. 	<p>Moving forward advising activities-email, advisor stations, hours, requirements-will be more specific to advising and separate from orientation/registration activities.</p> <p>AD’s will work directly with Coordinators and new faculty to make sure everyone is abreast with training and new advising initiatives.</p>

	<ul style="list-style-type: none"> ○ It was suggested that shadowing begin in October so new advisors can learn over a three month span and have an additional opportunity to observe in March and April. ● A member presented a question: “How do we handle students showing up at the wrong campus for advising?” <ul style="list-style-type: none"> ○ It was suggested that we leave at least one advisor at Cooper, but all of the wrap-around services will not be available for the student. For example, financial aid, testing, student billing, etc. So the student would still be required to come to Newtown to fulfill the remaining registration requirements. ○ A member suggested that we should promote advising at Newtown better. ○ Yasemin confirmed that the overall process was very productive. A member shared feedback from a participant who felt that Faculty, staff and students felt everyone was cooperative, positive, and student-centered. <p>Advising directory and cross-walk updates:</p> <ul style="list-style-type: none"> ● A list will be sent to be reviewed. <p>SACS student advising committee:</p> <ul style="list-style-type: none"> ● The committee will be more action-oriented. The agenda will be set early enough and each member will be responsible for bringing agenda items to support the focus of the committee. ● The floor was opened for suggestions on who would be a good candidate to serve on this committee: ● A member informed ALT that the student advising committee is changing. This year, the committee will be small enough to focus more on the strategic foci of the college. It was suggested that at least one member from one functional area serve on the committee. Meetings will be held on the 2nd Friday of each month at Newtown. <p>Professional Development Offerings:</p> <ul style="list-style-type: none"> ● Everyone is required to complete two advising and one gen ed assessment for the year within their program area/division. ● It was suggested that the offerings are tailored specifically to the needs of the division and be 1 hour in length. ● A member suggested that ALT submit division meeting times so PD sessions could be coordinated and tailored to the needs of each division. <p>Advising Accountability:</p> <ul style="list-style-type: none"> ● Advising statement is currently being created to be placed on PPE to make sure everyone is held accountable for their advising responsibilities. 	<p>Please review Cross Walk document and submit suggestions to Yasemin or the Director of Advising and Assessment.</p> <p>ALT will submit division meeting times and recommendations of PD sessions that are tailored to the needs of their division to Advising and Assessment.</p> <p>If an advising statement has been used currently in divisions, please forward those to advising to assist with creating the advising statement for BCTC.</p>
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General Education Assessment	<p>Ethical Reasoning Initiative was presented to the group.</p> <ul style="list-style-type: none"> • The initiative is a requirement of SACS and is an assessment colleges use to look at what they are doing and assess how they can improve and make the learning experience better for the student. The assessment focuses on our general education competencies. • The college is currently assessing the education competencies through CCSSE surveys and end of program examinations (assesses how the measures within the instruments currently fit with our institution); multi-state collaborative to advance student learning outcomes (assesses quantitative data, critical thinking and writing competencies of students); and, the ethical reasoning initiative (assesses ethical reasoning and academic integrity within the college. This initiative focuses mainly on ethical reasoning development). • Ethical reasoning will be measured by the “Defining Issues Test (DIT)” that measures career assessment and scenario based situations. The assessments will be measured by three scenarios, each followed by 12 questions and pre and post-test samples. The target group will be FYE students. • Academic Integrity Surveys focus on cheating, plagiarism, and any form of academic dishonesty. The survey was revised to measure what we are looking to assess at BCTC based on research from Bill Bowers (1964) and Don McCabe (1997). • A member presented a question: “What students take the FYE courses?” <ul style="list-style-type: none"> ○ The group discussed that typically all first-year students who need the course for their degree are enrolled in the course. Many technical programs do not require students to take the course. 	ALT decided as a whole that two advising and one Gen Ed assessment will be required for the year.
Debrief of Recent Division Meetings	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • AD’s discussed the following topics at division meetings: <ul style="list-style-type: none"> ○ Various ALT topics were covered regarding divisions/program areas; possibility of additional courses being added; concerns were discussed regarding reorganizations; employee morale; and social media program highlights. ○ Each area was further discussed among members for suggestions and recommendations on how to handle difficult questions and address the concerns of Faculty better. 	
2015-2016 College Committee Assignments	<p>Committees have been restructured. Dr. Julian presented LET with a template to assign individuals to the committees. The document was shared with ALT.</p> <ul style="list-style-type: none"> • It was suggested that the committee list be presented to Faculty and Staff in the spring to provide more time to volunteer and assign individuals to committees. • ALT discussed new ways to revise committee members and assign new members to new committees. <ul style="list-style-type: none"> ○ It was suggested that ALT schedule a working meeting to fill in the committee assignment sheet. A google doc will be created to assist with the process. 	ALT will meet next Tuesday, August 25 from 1-2 to discuss process and complete the committee assignments.
OER Report	<p>Tri opened the floor for discussion.</p> <p>OER Update:</p> <ul style="list-style-type: none"> • Open educational resources will work with library resources and distance learning and work with coordinators to share with them processes and procedures. • Distance Learning will be continuing with PD on Fridays. An email will be sent out to prompt ideas and suggestions for training ideas. 	

	<ul style="list-style-type: none"> • Campus will be moving to Windows 10 in early spring. Training will be provided. • College is considering moving to another online learning module other than blackboard. More detail will be provided as the meetings progress with the action committees at Systems Office. 	
Tutoring for Technical Program	<ul style="list-style-type: none"> • Tutoring availability will be increased for Gen Ed courses this year. Coordinators will be contacted over technical programs to provide more tutoring opportunities to students as well. 	If you are interested in providing tutoring for specific areas within your programs, please reach out to Becky so she can work with your area to coordinate tutor availability.
Community Event at Newtown October 24, 2015 from 1pm to 4pm	<ul style="list-style-type: none"> • It was suggested that Academics choose programs that are marketable—have capacity, lead to good employment, local interest, etc. to participate. 	If you have programs that are interested in participating, please let Tammi know as soon as possible.
Faculty Workload Adjustment	<ul style="list-style-type: none"> • Please refer to attachment for additional information. 	
Upcoming Deadlines	<p>August</p> <p>Aug. 17-21 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Aug. 19 Last day to enter an organized class without instructor permission</p> <p>Aug. 20-21 Registration continues only for faculty-approved classes</p> <p>Aug. 21 Ombud Orientation, 9:00-11:00 Newtown Campus 213D Conference room</p> <p>Aug. 26 ALT members return 1st proof of the Spring 2016 class schedule to Vicki Partin</p> <p>September</p> <p>Sept. 1 Academics web content review</p> <p>Sept. 3 Special ALT</p> <p>Sept. 4 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Sept. 4 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Sept. 4 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion</p>	
Adjournment	Meeting adjourned at 4:35 p.m.	
Next Meeting	August 25 th , 2 p.m. at Newtown Campus.	