Academics Leadership Team Meeting Minutes		
Date: August 25, 2015 Time: 2:00 PM – 4:00 PM	Facilitator: Tri Roberts Recorder: Luv Robertson	
Present: Tammy Liles, Kevin Dunn, Debbie Holt, Susan Hayes, Greg Feeney, Vicki Wilson, Melanie Williamson, Jackie Wiseman, Pam Hatcher, Ben Worth Guest: Tammie Disco-Boggs, Maureen Cropper, Karman Wheeler		

Agenda/Issue	Discussion	Action
Approval of Minutes from August 18, 2015	Tri opened the floor for approval of minutes from 8/15/15. • Minutes were approved.	
Community Event at Newtown on October 24, 2015	Tri opened the floor for discussion. BOAT (Bluegrass Outreach and Advocacy Team) Committee members presented to the group. The following items were discussed: • The purpose of the committee is to develop and implement strategies for engaging faculty, staff and students in activities that build awareness and support with the community and government. • For the community day event, there will be several defined tracks: kids track, academic track, and a SDEM track that will require hands-on activities, lecture/presentations or display/information tables about the specific program or area. • If you are interested in participating, a list will be distributed to ALT electronically to assist with planning, sign-ups, and topic ideas for program areas/tables. • We are expecting at least 500 people for the community day event. • Committee is working on securing corporate sponsors for the community day event. • An ALT member suggested that the program area form be distributed with the event planning form for AD's to share with their areas. • It was confirmed that each area will be responsible for displaying their programs at the event.	BOAT committee members will distribute the program area form electronically to ALT with the event planning form for AD's to share with their areas. If there are any additional questions regarding volunteer opportunities, please refer to the handout distributed for contact information.
Distance Learning Update	Tri opened the floor for discussion. **Social Media Policy:** • There is a new KCTCS Social Media policy that has been distributed to ALT. BCTC's Office of Public Information and Marketing (PIM) has created a BCTC policy. Please review the PIM Social Media Policy and the Social Media Site Request Form. Sara Dudik and Mark Manual will be coming to the 9/22 meeting to discuss the policy. • *IMPORTANT* Faculty who create publicly accessible social media sites should register their site with PIM; private content (including content only shared with a single class) do not need to be registered. Everyone should follow proper procedures and protocol for posting content for online classes. • Sarah is also drafting an email to faculty that ALT will help wordsmith. The purpose of the email is to explain the policy. **KCTCS Learn by Term with Learn on Demand Workgroup:** • The committee is currently exploring the business model for all 16 colleges. There was a short meeting in Versailles that covered the systems competency base and current business models.	A follow-up on the progress of the CM discussion and new workgroup assignments at KCTCS will be discussed at the September 22nd meeting.

	• The purpose of the collaboration model (CM) is designed to help faculty and staff across the state work more effectively together as a system and integrate more efficient learning modes for online classes.	

General Education Assessment (update section)	Tri opened the floor for discussion.
	An overview was provided for the "Assessment of Student Learning Outcomes" and the multi-state collaborative initiative. (Please refer to handouts for additional information)
	• The Gen Ed assessment is a new multi-state collaborative assessment model developed as part of an AACU project that takes actual student work and uploads it into a database to evaluate Gen Ed outcomes to measure value (Valid Assessment of Learning in Undergraduate Education) rubrics.
	    o The assessment is measured by a 10-page assignment given to students to measure ethical reasoning, quantitative literacy, critical thinking, and written communication.
	    o Four institutions are currently participating: NK, UK, EKU and BCTC.
	    o The role of Faculty in this assessment is to identify which courses will participate in the assessment, provide the assignment specifications along with a cover sheet noting which rubric parameters are applicable to the students' work, and provide access to the assignment via blackboard for the assessment to be uploaded into the TaskStream Database for evaluation. To be eligible to participate, student must have completed 45 hours.
	    o The results are used as a baseline to assess the weak areas of Gen Ed. We can use this to show SACS that we are working to improve our Gen Ed assessments. The data from this project will support CPE requirements.
	    o The special assistant to the VP of AWD suggested that 5 volunteers from each area (Gen Ed and technical) be identified to assist with the initiative. An ALT member agreed that each AD would work within their areas to present names to ALT assist with the initiative. It was suggested that the names be sent directly to the Dean of the area for consideration.
	Faculty Collaboratives Project (FCP):
	    o Focused on student learning and the role of faculty in student success.
	    o 2 faculty within the state are needed to plan a resource hub for the Faculty Collaboratives Project.
	    o Members will receive a modest honorarium of $4000 for each academic year and will receive travel support to attend project meetings.
	Ethical Reasoning and Plagiarism Update:
	• Ethical Reasoning Survey and Plagiarism surveys will be created in Survey Monkey. An update will be provided as assessments become available.
		AD's will work within their areas to present names to ALT to assist with the initiative. Names should be sent directly to the Dean of the area for consideration.
		
		If you have faculty that may be interested in participating in this project, please share the FCP handout with your program areas. Applications are due by September 30, 2015.

Computer/Digital Literacy Requirement	Tri opened the floor for discussion. • ALT discussed the parameters and program requirements to waive computer/digital literacy requirement. • A member stated that the largest population this happens with is the police academy. Other than this, it is very rare that we run into this issue with students who have completed their Bachelor's within the last 5 years. • ALT agreed that the current policy allows us to waive this requirement. It is important that we continue to follow the current policy and if required revisit the policy.	Tri will email the Registrar to confirm that for this Academic year 2015-2016 we will waive the graduation requirement for students who transferred here with a Bachelors.

2015-2016 College Committee Assignments	This was a working session during ALT to complete committee assignments. The committee list has been completed with a few additions required from AD's. The list will be uploaded to SharePoint for AD's to fill in vacancies within their areas.	The list will be uploaded to SharePoint for AD's to fill in vacancies within their areas. Final list is due to Tammi by noon, Friday.
Division/Area Promotion Support Discussion	• Agenda item will be tabled and discussed at the next ALT meeting.	AD's will send information on promotion process to Greg to compile by Friday.
LET report	Tri opened the floor for discussion. • There was a discussion with Miranda about PD. In the past, most PD offerings have been tailored specifically for Staff versus Faculty. • It was suggested that we put more focus on faculty development. A member suggested that a teaching learning center would be a great way to focus more on faculty development. ALT agreed that the center would be a great developmental for AWD. The need for the center will be discussed further once a decision has been made regarding PD for Faculty in LET.	
ALT Process for Refilling Vacant Positions	Tri opened the floor for discussion. • The process for filling vacancies in Academics has changed with the new reorg. Once a vacancy becomes available, the vacancy will be placed on the table for ALT to propose how the vacancy will be filled. The process will be the same for retirements, reassignments and resignations. • The Deans will consider the requests with the VP of AWD and a decision will be made. • Vacancies will be filled based on the need for that line in that proposed area.	

2015-2016 PPEs	Tri opened the floor for discussion.
	• Staff PPE's are due by August 30.
	• It was suggested that Jane Goatley come to the next ALT meeting to review the staff PPE process and how percentages will be allocated. Training will begin at 1. Pam will email Jane to confirm.
	• Tri will be on vacation during the next two ALT meetings. The following people will fill in during Tri's absence:
	    o Sept 1—Pam (agenda); Tammi (facilitator)
	    o Sept 8—Rebecca (agenda); Susan (facilitator)
		Pam will receive ALT agenda items for 9/1.
		
		Rebecca will receive ALT agenda items for 9/8.

Program Advisory Committee Meetings	Make sure that we are fully utilizing these committees. Program Advisory Handbook is in the process of being updated and will be made available once all edits/revisions have been made.	
Multi-State Faculty Collaborative Project	• Agenda item will be tabled and discussed at the next ALT meeting.	
Financial Aid Comment	• A member suggested that Fred Smith in Financial Aid has been a great resource to our students. He is very understanding and very knowledgeable when it comes to explaining the financial aid process to students. Fred was highly recommended as a valuable resource for ALT to contact if they had any issues with students in their areas regarding their financial aid. A recommendation was sent forth to the Associate Dean of Financial Aid.	
Additions to the agenda	Tri opened the floor for discussion.	

	• Assessment center will be merged with Workforce to include Proctor Assessment and Academic Testing on Leestown in N-110. • The goal of the new center is to offer more hours: M-T 8-4:3; Wednesdays 8-8; and. Fridays 8-1. • The goal is for the merger to be complete by October. Weekends are not currently staffed but once more cross-training and staffing has been established, this is a possibility. • KCTCS students are not required to pay a proctoring fee. Many of the assessments that do require a fee are currently being evaluated.	
Upcoming Deadlines	**September** Sept. 1 Academics web content review. Sept. 3 Special ALT. Sept. 4 Faculty Council meeting 1:30-3:30, Newtown Campus. Sept. 4 Coordinator Meeting 10:00-Noon, Newtown Campus. Sept. 4 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion. **Sept. 7 Academic Holiday (Labor Day).** Sept. 11 Vicki Partin sends 2nd proof of the Spring 2016 class schedule to ALT. Sept. 11 Final Fall PeopleSoft course updates complete. Sept. 11 PPE Planning due to Assistant Deans consistent with ALT guidelines for 10-month faculty and ALT guidelines for 12-month faculty. Sept. 11 Institutional Research requests names of all full-time faculty for Peer Evaluations.	
Adjournment	Meeting adjourned at 3:58 p.m.	
Next Meeting	September 1st, 2 p.m. at Newtown Campus.	