

Academics Leadership Team Meeting Minutes		
Date: August 30, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Pam Hatcher Recorder: Barbara Thomas
Present: Tammy Liles, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): James Kolasa		
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"> After the facilitator gave an overview of an article written by Marina Gorbis entitled “New Workers, New Skills,” members provided their insights and a discussion followed about contextualizing classes. 	
Essential Agenda Additions	<ul style="list-style-type: none"> After a short conversation about the process and timeline for recording no-shows, the consensus of the group was to refer this item to the SDEM work group for further discussion. After talking about workload and PPEs, the VP of AWD said that he would be available for follow up with faculty. 	
Approval of ALT Minutes from 08/03/16 and 08/16/16	<ul style="list-style-type: none"> Minutes from the meeting on 08/03/16 and 8/16/16 were approved. 	
Follow-up from previous ALT Minutes	<p>Submit names to Karen Mayo of full time faculty who would be willing to be mentors</p> <ul style="list-style-type: none"> After some members asked about the need for mentors and offered to submit names, Karen Mayo stated that she is in the process of compiling a list of those who are willing to be mentors. The group decided this item should be removed from the agenda for the next meeting. <p>Welcome Week Event – August 22, 2016</p> <ul style="list-style-type: none"> It was reported that several members participated in the Welcome Week Event held at the Cooper Campus on August 22, 2016. It was noted that parking at Cooper was an issue for the event. <p>Majors Fair – September 21, 2016</p> <ul style="list-style-type: none"> After a brief discussion about the upcoming Majors Fair, Jackie Wiseman said there was no new information to report. Some members expressed interest in holding a Majors Fair at other campuses. The VP of AWD said that he would follow up on the plan for Majors Fairs. <p>Advising PD (Half Day) – September 30, 2016</p> <ul style="list-style-type: none"> Karen Mayo reported that she is finalizing the agenda for the half-day Advising PD that will be held on September 30, and she stated that she would send the agenda to ALT. She thanked the ALT PD work group for their work on it and noted that Miranda Hines has been helpful with advertising. <p>Community Day – October 1, 2016</p> <ul style="list-style-type: none"> Pam Hatcher thanked members for sharing information with colleagues about Community Day. She said the committee is still looking for volunteers and that a sign-up form will be available soon. After a brief discussion about community participation, members suggested several ways to advertise Community Day. Pam said that she would take the suggestions back to the committee. 	<p>Majors Fair – September 21, 2016</p> <p>The VP of AWD said that he would follow up on the plan for Majors Fairs.</p> <p>Advising PD (Half Day) – September 30, 2016</p> <p>Community Day – October 1, 2016</p>
Data	<ul style="list-style-type: none"> James Kolasa provided an overview of his work on the data collection and research he is doing for the college. He explained the ways he will be collecting data throughout the academic year and shared his 	

	<p>vision for how it will be interpreted and used. The VP of AWD stated that he is hopeful the results will show what the college is doing well with supporting data and provide insights on ways improvements can be made. In his concluding remarks, James asked those with comments or questions to follow up with him.</p>	
Room Capacity Checks	<ul style="list-style-type: none"> • It was requested that ADs check the rooms that are their classrooms in order to assist Vicki Partin in determining the exact number of seats available in classrooms for seat capacity and to ensure room grids are accurate. • The VP of AWD stated that Rob Knight has established room capacity in ASTRA. • During a brief discussion, it was noted that ASTRA might be used for more endeavors in the future. 	It was requested that ADs check the rooms that are their classrooms in order to assist Vicki Partin in determining the exact number of seats available in classrooms for seat capacity and to ensure room grids are accurate.
Coordinator Meeting – Friday, Sept. 2	<ul style="list-style-type: none"> • Jackie Wiseman stated that she sent out the agenda for the Coordinator Meeting that will be held on Friday, September 2, and asked for feedback. • One of the ADs noted that it is important for Coordinators to name syllabi correctly. • Jackie thanked members for their input and said that she would send an announcement to ALT and the Coordinators about the meeting. 	Coordinator Meeting – Friday, September 2, 2016
Dropping Students	<ul style="list-style-type: none"> • Members were asked to review the important email Becky Harp Stephens sent on August 22 about dropping students. • Due to financial aid complications, it was noted that faculty should send documentation to the Records Office or use bluegrass.records@kctcs.edu if they assist a student with dropping a class. • It was suggested that members have students drop classes themselves after the deadline to drop a class. 	Members were asked to review the important email Becky Harp Stephens sent on August 22 about dropping students.
Compensation for Instruction of Classes with Low Enrollment	<ul style="list-style-type: none"> • Karen Mayo distributed a draft of BCTC's revised Faculty Compensation for Instruction of Classes with Low Enrollment and went over the draft policy with members during the meeting. • She said those responsible for contracts should review the policy before finalizing contracts. • She stated the instructor will know what the compensation will be based upon a scale. • It was noted that the policy will be finalized and posted so that it is effective for the upcoming 12-week classes. 	
Code of Student Conduct	<ul style="list-style-type: none"> • The VP of AWD gave an overview of the revisions to the Code of Student Conduct, asked members to review the revised Code of Student Conduct, and requested that they pay close attention to page 16. • After a short discussion about the appeal process, members were encouraged to review and follow it so the appeal process is documented correctly. • It was noted that PD will be provided on the Code of Student Conduct after it has been finalized. 	The VP of AWD asked members to review the revised Code of Student Conduct and requested that they pay close attention to page 16.
Faculty Leave	<ul style="list-style-type: none"> • Members discussed faculty leave and the reporting requirements. 	
Facilities Issues	<ul style="list-style-type: none"> • A number of issues and concerns with Cooper parking were reported which included a shortage of parking spaces, unmarked overflow lots, lack of shuttle service, dangerous walking paths from overflow lots without lighting, and dirt walking paths that will be muddy when it rains. • It was noted that students are complaining about parking at Cooper because they pay for parking and feel they should be able to find a place to park when they arrive. • Members are concerned that BCTC's retention will be affected by parking issues at Cooper. • It was reported that President Julian indicated that signs are being posted to mark overflow parking and walking paths. 	Members were asked to contact Cindy McDonald, BCTC's Dean of Operations, to request permission for a key if one is needed and to submit a work order afterwards.

	<ul style="list-style-type: none"> • After a brief discussion about the availability of keys for adjunct faculty, members were asked to contact Cindy McDonald, BCTC's Dean of Operations, to request permission for a key if one is needed and to submit a work order afterwards. • The VP of AWD asked members to email any other facilities concerns or issues to Barbara. 	The VP of AWD asked members to email any other facilities concerns or issues to Barbara.
Faculty Workload	<ul style="list-style-type: none"> • Faculty workload was discussed, and members indicated they are documenting faculty activities. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The AD of BCIS announced that a film titled <i>The Visitor</i> has been accepted as a winner for Scare Fest, and she showed a short clip she of the film. • The Interim AD for Advanced Manufacturing and Trades reported that industry manufacturing safety standards would be implemented at the new Georgetown Campus. • The AD for Math noted that Title III has been instrumental in arranging for a room for Math instruction at Leestown. • The AD of Workforce Solutions reported that training has been scheduled with Hitachi, a local health department, and a local distillery. She also noted that she participated in BCTC's adjunct training and that several adjuncts expressed interest in the Workforce area. • The Humanities AD reported that Tim Davis had a record number for auditions for upcoming plays and that casting is already finished. She also mentioned that there are five KYOTE graders in BCTC's Humanities Division who were required to pass a test and be certified. • The Interim AD of Nursing reported that two new Nursing faculty are coming on board. • The AD of CHLSS noted that Phi Theta Kappa has volunteered 155 ½ hours with Cindy Baker leading the volunteer service. He also stated that CHLSS is recognizing outstanding students in each class. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • It was announced there is an additional Pharmacy Tech instructor for a total of three instructors. • The Interim AD for Advanced Manufacturing and Trades reported enrollment in the new CMM Program in Danville. • The Dean of Academic Support announced that Adult Education is partnering with East Branch of the Lexington Public Library and that outside funding has been provided for an instructor at the Detention Center. • The VP of AWD commended the outstanding group leading BCTC's Adult Education. • As part of the Title III year three objectives ENG 100 and ENG 101 are being paired. Also, sections of HIS 108 and HIS 109 are being redesigned with a focus on collaborative learning and a technology rich environment. • The Interim AD of Nursing reported that she is investigating ways for the Nursing programs to become more technology rich. • It was noted that in year four (2017-2018) of the Title III grant FYE 105 will be paired with PSY 110. Also, ENG 101 and ENG 102 will undergo redesign with a focus on a collaborative technology rich learning environment. RDG 100 will be paired with COM 252 and BIO 120. • The Dean of Workforce Solutions reported that Workforce Solutions is looking into partnerships with Woodford County. <p>Professional Development</p> <ul style="list-style-type: none"> • The upcoming professional development events were discussed. 	

	<p>Workgroup reports</p> <ul style="list-style-type: none"> It was reported that the Textbook group has met. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> Laura Lynch reported that her area has created three teams and the project teams will get started with team training in September. <p>Strategic Plan</p> <ul style="list-style-type: none"> One of the Deans noted that goals would be due in AIM soon. <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. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> It was announced that training will be held on September 1 concerning the roles in proofing and reviewing schedules and that proofing workshops will start on October 18. It was mentioned that members with specific scheduling questions may email Vicki Partin directly It was announced that the tentative date for the annual holiday and retirement reception is Wednesday, December 7, 2016. After a brief discussion about BCTC's tobacco-free policy, it was noted that the use of tobacco is prohibited throughout all BCTC campuses including buildings, grounds, and parking areas. As with other college policies, compliance is an expectation for all employees, students and visitors. During a short discussion concerning the security towers on the Newtown Campus, it was reported that the System and local security are working together to resolve issues with the security towers. <p>Academic Council</p> <ul style="list-style-type: none"> A meeting will be held on September 2, 2016. 	The tentative date for the annual holiday and retirement reception is Wednesday, December 7, 2016.
Woohoo Awards	<ul style="list-style-type: none"> Steve White presented one of the Woohoo Awards to Karen Mayo for her continuous support and outstanding teamwork. Laura Lynch presented the other Woohoo Award to Jackie Wiseman for her excellence in mentoring Laura in her new role. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>August Aug. 30 Faculty Vacation Planning Sheet - Completed electronic form approved by Assistant Dean for current academic year</p> <p>September Sept. 1 Academics web content review Sept. 2 Faculty Council meeting 1:30-3:30, Newtown Campus Sept. 2 Coordinator Meeting 10:00-Noon, Newtown Campus Sept. 2 Candidates for Assistant and Associate Professor must notify President Julian and Beverly Drake of their decision on promotion 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</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>	
	Meeting was adjourned at 4:15 p.m.	
Next Meeting(s)	Tuesday, September 6, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Steve White	