

Academics Leadership Team Meeting Minutes

Date: September 1, 2015 Time: 2:00 PM – 4:00 PM		Facilitator: Tammy Liles Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Vicki Wilson, Melanie Williamson, Jackie Wiseman, Pam Hatcher, Ben Worth, Rebecca Simms, Angie King		
Guest:		
Agenda/Issue	Discussion	Action
Staff PPE Working Session	This session was held from 1-2 at Newtown Campus with HR to review the Staff PPE process and address any issues or concerns that may arise during the process.	
Approval of Minutes from August 25, 2015	Tammy opened the floor for approval of minutes from 8/25/15. <ul style="list-style-type: none"> Minutes were approved. 	
Promotion	Tammy opened the floor for discussion. <ul style="list-style-type: none"> Information collected from each division was distributed to AD's to review current processes across AWD. The regulations were addressed and a member advised that everyone should take a minute to review the regulations and make sure that what you are doing within your division aligns with the current regulations. If questions or concerns arise, please share those with your Dean. 	AD's will review regulations and select or establish a policy for their division to follow. The policy will be shared with their Dean to make sure that the procedures are consistent across AWD.
Evening Classes/ Assistance for Faculty and Students	Tammy opened the floor for discussion. <ul style="list-style-type: none"> An email was shared with ALT addressing an issue that arose at Newtown Campus. The ALT/SDEM work group will discuss and report back. If needed, Tri will follow-up with LET to discuss and ALT will plan on adding this to the Academics Calendar in May to make sure accurate coverage is provided for evening classes in the Fall. 	The ALT/SDEM work group will discuss and report back.

Multi-State Collaborative	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> No additional information was shared with ALT regarding the presentation given to ALT about the Multi-state collaborative. 	<p>AD's will follow-up with representatives from their divisions to see if they are willing to participate in the multi-state collaborative initiative. AD's will forward the names of the selected Faculty to their AD's.</p>
Best Practices for Number of Online Classes for Faculty	<p>Tammy opened the floor for discussion.</p> <ul style="list-style-type: none"> A member asked ALT: What is the best way for us to address scheduling issues with faculty who teach online courses? A member suggested that it is important that we promote faculty that are skilled in teaching both in-person and online courses to fill these courses across campuses. A member added that it is also very important to make sure that the quality of instruction for our students is good for online courses and that we find faculty who best fit this need. A member stated that regardless of modality and the flexibility provided with online courses, we have to make sure Faculty are really engaged in both teaching modes. A member asked: How do we handle Faculty office hours for those who teach online? <ul style="list-style-type: none"> A member stated that per BCTC policy, the expectations for Faculty who teach online and/or face-to-face courses are required to have in-person office hours for students during the semester to address any issues or concerns students may have. ALT agreed as a group that Faculty can be assigned additional face-to-face courses based on need and enrollment unless their instructional load they have been assigned is fully online. 	<p>AD's will follow-up with their Faculty during division meetings and ensure that in-person office hours and guidelines have been established for Faculty who teach online.</p>
Lower Level University Courses	<p>Tammy opened the floor for discussion:</p> <ul style="list-style-type: none"> When the CS courses were first offered at BCTC there were no competencies established. UK now has new competencies and we need to make sure that the competencies that they have created are aligned with the competencies created at BCTC for the course. A member asked are the competencies automatically updated annually or is there a policy that requires us to re-adopt competencies for these courses? <ul style="list-style-type: none"> ALT agreed as a group that it would be best for us to re-adopt the competencies and follow-up with the competencies committee at UK to make sure they are aligned. 	
Additions	<p>Academics Landing Page</p> <ul style="list-style-type: none"> Our current plan is to use the menu on the left side of the page for Academics Units and do away with some of the general language in the center of the page. We will re-create the page to mirror the look and feel of the Faculty&Staff but with accessible links related to AWD. Draft content will be brought back to ALT and to the ALT-SDEM to review for feedback and suggestions. <p>Re-enrollment after drop for non-payment</p> <ul style="list-style-type: none"> A member shared with the group some issues that have been arising within the division regarding re-enrolling students after drop for non-payment. A member suggested that when students bring these issues to our attention, we need to follow-up with the student and find out where they received this information. 	

	<ul style="list-style-type: none"> A member added that the issue/circumstance may be different for every student, so every issue cannot be addressed the same. 	ALT agreed as a group that the best way to address the issue is to reach out to our SDEM representative to verify the proper procedures for handling re-enrollment after drop for non-payment.
Upcoming Deadlines	<p>September</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> <p>Sept. 7 Academic Holiday (Labor Day).</p> <p>Sept. 11 Vicki Partin sends 2nd proof of the Spring 2016 class schedule to ALT.</p> <p>Sept. 11 Final Fall PeopleSoft course updates complete.</p> <p>Sept. 11 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 Institutional Research requests names of all full-time faculty for Peer Evaluations.</p> <p>Sept. 16 Deans and Vicki Partin submit Summer 2016 space allocation and class schedule recommendations to the ALT.</p> <p>Sept. 18 ALT members return 2nd proof of the Spring 2016 class schedule to Vicki Partin.</p> <p>Sept. 18 Division meetings.</p> <p>Sept. 18 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 adjourned at 2:40 p.m.	
Next Meeting	September 8th, 2 p.m. at Newtown Campus.	