

Academics Leadership Team Meeting Minutes		
Date: September 6, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Steve White 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, Laura Lynch		
Guest(s): Debbie Holt, Tammie Disco-Boggs		
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 “The Leader Who Knows How Things Happen” by John Heider. Afterward members provided feedback, and a discussion followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Karen Mayo discussed “no shows” and stressed the importance of recording them in PeopleSoft. She noted that a dashed box indicates the “no show” was not saved properly and needs to be corrected. When concluding, she asked members to investigate “no shows” and make certain they have been entered correctly in PeopleSoft. Angie King inquired about attaching adjunct instructor names to classes. A brief discussion followed. It was noted that names of full time faculty should be attached to classes. Melanie Williamson reported that she had worked with the Registrar to revise BCTC’s Grade Change form, and she said that she would email it to ALT. After a short discussion about facilities, a member referred the facilities issues to the ALT Business Workgroup for further discussion. 	<p>Members were asked to investigate “no shows” and make certain they have been entered correctly in PeopleSoft.</p> <p>Melanie Williamson will email BCTC’s revised Grade Change form to ALT.</p> <p>Facilities issues were referred to the ALT Business Workgroup for further discussion.</p>
Approval of ALT Minutes from 08/30/16	<ul style="list-style-type: none"> Minutes from the meeting on 8/30/16 will be approved at the next meeting. 	
Follow-up from previous ALT Minutes	<p>Coordinator Meeting – September 2, 2016</p> <ul style="list-style-type: none"> It was reported that the Coordinator meeting was very successful, valuable information was provided, and positive feedback was received about the meeting. <p>Majors Fair – September 21, 2016</p> <ul style="list-style-type: none"> It was noted that a flyer about the Majors Fair was distributed by email. <p>Advising PD (Half Day) – September 30, 2016</p> <ul style="list-style-type: none"> Karen Mayo reported that 26 participants have registered for the half-day PD and that faculty are excited about it. She noted that all of the content would be beneficial to use when advising. She requested that members review the draft agenda she emailed ALT and send her any other session suggestions. The VP of AWD suggested including information about the faculty advising lead position. 	<p>Majors Fair – September 21, 2016</p> <p>Advising PD (Half Day) – September 30, 2016</p>

	<p>Community Day – October 1, 2016</p> <ul style="list-style-type: none"> • There were no updates reported. 	Community Day – October 1, 2016
Late Registration	<ul style="list-style-type: none"> • Debbie Holt gave a comprehensive report on late registration. She said that a meeting was held with Jeff Herron and Cindy Tucker after late registration and suggestions were made for next year. She noted the group discussed having a room with a phone available for students at the Newtown Campus so they could call advisors who are on duty at other campuses. Then she talked about resources such as Academic Programs of Study plans that are useful when advising. She added that program plans are being reviewed to make sure they are current and correct. A short discussion followed. 	
Community Day	<ul style="list-style-type: none"> • Tammie Disco-Boggs provided an overview of the plans for Community Day. She said the event would be held on October 1, 2016 at the Newtown Campus. She provided sign-up forms and requested that members submit them before the end of the day. She said that it would be good to have some additional activities for teens. Members suggested that Colleen Merrill, Instructor of Art, and Erica Meuser, Adjunct in Humanities, be invited to present sessions on art and poetry. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The AD of BCIS reported Laurel Martin announced that J.P. Morgan Chase would provide a 2-year extension on their \$150,000 grant. She noted that high school students are participating this year. • Karen Mayo put together a summary of the Summer 2016 Academic Boot Camp and shared the results with members. She said the planning group will be getting together soon to plan another Academic Boot Camp for December 2016. • The Humanities AD reported that Dan Schuman has 25 honors students this year. • The AD of CHLSS reported that he would present a session on World War II at an upcoming conference. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • Tammy Liles reported that she is working with AMT to schedule a physics course at the new Georgetown Campus that will be offered in Spring 2017. • It was reported that Cosmetology recently had a guest speaker from Posh Salon and Spa. • It was announced that NASA's Space Grant Southeast Regional Meeting will be held September 28-30, 2016 in Lexington, and it was noted that NASA is interested in BCTC's projects and programs. <p>Professional Development</p> <ul style="list-style-type: none"> • Karen Mayo announced that ALT's next PD is scheduled for September 15, 2016. She added that members should have received an email invitation that included the items that will be covered. <p>Workgroup reports</p> <ul style="list-style-type: none"> • SDEM – It was noted that the workgroup will work with the college's SDEM Committee. • PIM – It was reported that the workgroup will not begin its work until a position in Public Information and Marketing has been filled. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> • Laura Lynch reported that Workforce Solutions has three project teams kicking off soon that are focusing on the 4 Annual Priorities. She added that the Career Pathways Project Team will begin its work on September 8. <p>Strategic Plan</p> <ul style="list-style-type: none"> • There were no updates reported. 	

	<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. 	
ET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • It was reported that Charlene Walker emailed an announcement about the Roots & Heritage Festival scheduled for September 9-11, 2016 in Lexington. • It was announced that APT would meet on Thursday, September 8, 2016. • It was reported that President Julian is addressing the Cooper parking issues. <p>Academic Council</p> <ul style="list-style-type: none"> • The VP of AWD reported that Cooper parking was discussed at the meeting held on September 2, 2016. It was noted that a great deal of concern was expressed over safety, signage, having to walk from one location to another without sidewalks, and the lack of shuttle buses. • The next meeting will be held October 7, 2016. 	<p>Roots & Heritage Festival – September 9-11, 2016 in Lexington</p> <p>APT – September 8, 2016.</p>
Woohoo Awards	<ul style="list-style-type: none"> • Karen Mayo said she had enjoyed her Woohoo Award during the past week. Then she presented it to Rebecca Simms in recognition of her outstanding work on dual credit. • Jackie Wiseman announced that she was presenting the Woohoo Award she had received to Ralph Potter, a new AD this year. She recognized him for staying on top of things while working on the opening of the new Georgetown Campus. Since Ralph was filling in for an instructor and was unable to attend the ALT meeting, Jackie said that she would send him an email about the award. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>September</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> <p>Sept. 19 Vicki Partin submits Summer 2017 space allocation and class schedule recommendations to the ALT</p> <p>Sept. 23 All Fall syllabi are to be filed on the server</p>	
Adjournment	Meeting was adjourned at 3:30 p.m.	
Next Meeting(s)	Tuesday, September 13, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Angie King	