

Academics Leadership Team Meeting Minutes

Date: September 8, 2015 Time: 2:00 PM – 4:00 PM	Facilitator: Susan Hayes Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Vicki Wilson, Debbie Holt, Melanie Williamson, Jackie Wiseman, Pam Hatcher, Ben Worth, Angie King	
Guests: Yasemin Congleton, Brent Eldridge	

Agenda/Issue	Discussion	Action
Approval of Minutes from September 1, 2015	Susan opened the floor for approval of minutes from 9/1/15. <ul style="list-style-type: none"> • Minutes were approved. 	
Advising Update	<p>Susan opened the floor for discussion.</p> <p>Late Registration</p> <ul style="list-style-type: none"> • Friday issues: <ul style="list-style-type: none"> ○ Advising has revised the advising model to include two faculty advisors from 10-2 on Fridays at Newtown. Faculty will be in assigned suites. • Students showing at other campuses: <ul style="list-style-type: none"> ○ A member suggested that students who show up at campuses when no advisors are available should be required to use the online advising module. A member added that someone should still be available to assist students who may not be familiar with the online module. It was recommended that non-SDEM and non-Academics should manage tables/areas at Cooper and Leestown so adequate coverage is provided at all campuses. ○ At this time, with the college focusing on centralizing all of the late registration activities at one campus, this may be difficult to do. A member suggested that Faculty and Staff from the library could possibly assist students with the online module. • Faculty advising during summer/more required during second week at Newtown: <ul style="list-style-type: none"> ○ Advising has been reviewing the current advising module and are looking at ways to have Faculty spread their advising hours over the course of two weeks during late registration. Some faculty advise during summer or more in second week at Newtown, especially Monday and Tuesday, instead of first three days. ○ The 2nd week of advising, Faculty will divide hours to utilize faculty time more efficiently at all campuses and meet student demands. <p>Dates set for Spring 2016 Advising</p> <ul style="list-style-type: none"> ○ January 5-7 and January 11-15 ○ Since a lot of Faculty will be spreading their hours out over the two week advising period, we will need to devise a plan of action for SAP appeals since this is usually when we deal with the highest level due to the break over Christmas. A member suggested that we discuss this further once we know who will be available to assist in this area and touch base with Financial Aid to see what their plan of action is when dealing with a high number of SAP appeals during late registration. 	<p>Suggestions will be shared with advising and an update will be provided to ALT as needed.</p> <p>Yasemin advised ALT to send their division requests PD offerings for Advising training to her attention as soon as possible so that she can begin scheduling the sessions.</p> <p>Please send a list of those Faculty interested in participating in the year-long training to Yasemin’s attention.</p> <p>Yasemin plans on researching this issue further and will report back to ALT once a possible solution has been identified.</p>

	<p>Business office hours at Newtown</p> <ul style="list-style-type: none"> ○ M-T 8:30-5:30 ○ (Office will be closed for lunch)-12:30-1:30 <p>PD offerings</p> <ul style="list-style-type: none"> ○ Advising will start with Nursing and BCIS in September. Oct/Nov other division needs will be met. ● New Faculty-year long training: <ul style="list-style-type: none"> ○ Online modules will be provided, followed by 7 hours of shadowing at the Advising Assessment Center and 7 hours with their Program for the fall. The spring training sessions will be similar requiring 10 hours with their program followed by 10 hours of SDEM shadowing in April. There will be optional summer shadowing/advising opportunities for any who may be interested. ● Advising statement to be put on PPE: (Please refer to handout) <ul style="list-style-type: none"> ○ The advising statement was created based on feedback from divisions. ALT reviewed the statement as a group. A member suggested that each AD/Coordinator should tailor the statement to relate specifically to their division requirements. ○ A member asked: “Can the number of advising hours be related/adjusted to the Faculty advising load?” A member clarified that the numbers can be adjusted based on the divisions caseload for that Faculty member, since everyone’s advising load is different. ● Update on SAC Student Advising Committee: <ul style="list-style-type: none"> ○ There will not be any meetings in September. Committee will be identified once committee list has been publicized and an email will be sent for first meeting. ○ The focus of the committee is to create a report based on faculty accountability and the student involvement process. Details will be shared with ALT on an as needed basis. <p>Assignment Process-Issue due to KCTCS</p> <ul style="list-style-type: none"> ○ Financial Aid Department at KCTCS Systems Office will remove the “pre” category from all programs because the systems office has determined that pre- programs are not considered majors for financial aid purposes. The problems this causes BCTC in assigning advisors has been added to KCTCS’s list to review, but it is considered a low priority since it only affects our college. It has been identified that those students who are currently pre-(program) will not be affected by this change; however, all incoming students will be assigned to an AA or AS advisor. A member suggested that to assist with assigning students to general advisors, we should make use of the First Year Center and STEM advisors. ○ A member stated that the issue that may arise is that students will be assigned to advisors who are not experienced in these areas. A member suggested that it may be best if we reassessed the advising model to ensure we are meeting the students’ needs. ○ Dates have been assigned to evaluate the number of students who will be affected by this change: <ul style="list-style-type: none"> ▪ 9/15-Unassigned populations will be reviewed. ▪ 9/20-Unassigned students will be assigned to general advisors. 	<p>Advising Statement</p> <p>As an academic advisor I will maintain open communication with assigned advisees throughout the fall and spring semesters, advise 10 hours during late registration each semester, advise approximately 40 assigned advises during priority registration, and maintain 5 offices hours per week. In addition, I will encourage students to refer to available materials related to their program and career goals, reflect on the academic and financial impacts of their decisions about their program plans and course-taking plans and assist students to set realistic career goals that goes beyond their education at BCTC.</p>
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	<ul style="list-style-type: none"> ▪ 9/25-A training session will be held from 9-12 to update coordinators and advisors about how to complete the AA and AS sheet and address any additional issues or concerns regarding the change. 	If AD's or others in their divisions are interested in attending the training on 9/25 please contact Yasemin. A meeting request will be sent to those who are interested.
PD Brown Bag Lunches	<p>Susan opened the floor for discussion. (Please refer to handout)</p> <ul style="list-style-type: none"> • Professional Development Activities include: <ul style="list-style-type: none"> ○ Brown Bag Lunches where Faculty can present or attend sessions that support faculty development in an informal session. ○ Changing Classrooms Culture will take place in February with similar activities from previous years. This year the college plans to partner with KCTCS. ○ Course Management Design is a PD opportunity that allows TLC to review Faculty course curriculum and assist with redesigning curricula and instructional content to make courses more engaging and interactive for both Faculty and students. ○ YouTube Video Production is a PD opportunity that teaches faculty how to produce and store YouTube videos to support the instructional content of the course. 	ALT was advised to share this information with their areas and if any FT or PT Faculty were interested to please contact Brent.
Teaching and Learning Center Update	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> • Brent Eldridge provided an update regarding the Teaching and Learning Center at Cooper for Faculty. The goal of the center is to support the professional growth of Faculty through professional development activities, voluntary classroom (online or in-person) observation using the principles of the Kentucky Teacher Internship Program, and additional support through the TLC webpage that will provide consultative services on most Tuesdays, Thursdays, and Fridays by appointment. 	
Friday Division PD	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> • Ben presented to ALT a number of PD trainings that he would be interested in sharing with divisions during their Friday meetings. • A member suggested to assist with PD trainings and make sure Faculty are meeting their PD requirements for the year, it may be possible to do PD trainings during the Friday division meetings. Ben agreed to meet with each AD to schedule a time to come and do a PD activity/training with their divisions. • The PD sessions will be collaborative assignments and will be tailored to meet the needs of the division. • A member suggested a Skype for business training. Ben verified that he would add this to his training list as an offering. 	If other topics come to mind, AD's were advised to forward their suggestions to Ben.
Drop for No Shows	<p>Susan opened the floor for discussion.</p> <ul style="list-style-type: none"> • A member suggested that an email or some type of correspondence should be sent to students to inform them that they have officially been dropped from the course. • A member suggested that drop dates should be added to the Academics Calendar so everyone is made aware of when drops may occur throughout the semester. 	Drop dates for No Shows will be added to the Academics Calendar.

	<ul style="list-style-type: none"> Based on federal guidelines and financial aid requirements, attendance must be verified, no shows must be reported, and students must be dropped for failure to attend. A member stated that the policies are different across KCTCS campuses, so it would be helpful for BCTC to identify an educational item/policy that would assist with informing students when drops do occur for failure to meet course requirements. 	AD's will work with Records to identify an educational item/policy that would assist with informing students when drops do occur for failure to meet course requirements.
Additions	<p>Academic Landing Page Update</p> <ul style="list-style-type: none"> To make the Academics Web page more efficient and easier to navigate the menu items have been revised to include the units of Academics. The content of the page will provide a table with different links to access important documents and items frequently assessed in AWD. <p>The floor was opened for discussion:</p> <ul style="list-style-type: none"> Members suggested the following additions: <ul style="list-style-type: none"> The "Current Students" webpage will be linked to our Academics page. New boxes were created for Assessment, Programs of Study, Opportunity College, Gainful Employment, and First Year Center. The Academics Webpage will be updated in Site core but will not be published until reviewed and approved by ALT. <p>Evening Courses on Regional Campuses</p> <ul style="list-style-type: none"> A member presented issues to ALT. A member will follow-up and cc all three deans and Tri. <p>Area Coordinator Description or Duty</p> <ul style="list-style-type: none"> A member asked: "Where is this information stored on our website?" <ul style="list-style-type: none"> A member suggested that we add this document to the Faculty section of the Academic Policy and Procedures webpage. A member has a hard copy of the document and will send forward to the Deans and Tri to review. Once the document has been reviewed, it will be uploaded to the Faculty section of the Academics Policy and Procedures webpage. 	Area Coordinator Description will be uploaded to the Faculty section of the Academics Policy and Procedures webpage once reviewed and revised.
Upcoming Deadlines	<p>September</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>	

	Sept. 25 Sept. 30	All Fall syllabi are to be filed on the server. Registrar's Office posts PDF of the Spring 2016 class schedule for priority registration.	
Adjournment	Meeting adjourned at 3:30 p.m.		
Next Meeting	September 15th, 2 p.m. at Newtown Campus.		