

<b>Academics Leadership Team Meeting Minutes</b>		
Date: September 13, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Angie King 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, Ralph Potter, Laura Lynch		
Guest(s):		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome	<ul style="list-style-type: none"> <li>Members were welcomed to the meeting.</li> </ul>	
Leadership Highlight	<ul style="list-style-type: none"> <li>After the facilitator gave an overview of Katherine Mangan’s recent article entitled “After Public Colleges Suffer Many Blows, a Film Fires Back,” members discussed their viewpoints of the article.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>The AD of BCIS talked with members about the transition for students who are changing to a program that has been implemented recently such as Library Information Technology.</li> <li>Karen Mayo asked members whether or not they needed ASTRA training and provided information about publishing adjunct names on class schedules in PeopleSoft. Members requested that ASTRA training be arranged for ALT. After a brief discussion, the consensus was that adjunct names could be published on class schedules in PeopleSoft.</li> <li>Rebecca Simms discussed the request for input from a workgroup reviewing a Graduate Student Survey. The workgroup had inquired about the need to include a question on Gen Ed competencies in the survey that asks students to relate their progress in “using computers to process information.” After a short discussion, the VP of AWD suggested replacing “computers” with “technology” in the phrase of the question so that it reads “using technology to process information.” The consensus of the group was to leave the question in the survey and use “technology” in the phrase as suggested.</li> <li>After a discussion about important lab information being removed from doors and other places on campus after it has been posted, the VP of AWD requested that information be sent to him about those instances. He stated that he would follow up on it after he received the information.</li> <li>The AD of CHLSS expressed his concerns and those of the CHLSS faculty about the problems with Pearson’s sociology products.</li> <li>It was reported that a peer team has invited Pearson to discuss technology issues with its products, and it was noted that an email from the bookstore had been sent concerning it.</li> <li>The items listed below were identified as topics for Division meetings scheduled on September 16. Co-op experiential education (Faculty Compensation for Instruction of Classes with Low Enrollment) Majors Fair – September 21, 2016 Deadline for Posting Fall Syllabi – September 23, 2016 Advising PD (Half Day) – September 30, 2016 Community Day – October 1, 2016 Priority Registration – Begins October 1, 2016 Plagiarism – Student Code of Conduct (January 2017) BCTC’s Tobacco-free Policy Violence Against Women Act (VAWA) Training Starfish Survey Hazardous Communications (HazCom) Training College-wide Good News Items</li> </ul>	<p>Karen Mayo agreed to arrange ASTRA training for ALT.</p> <p>The VP of AWD requested that members send him information about instances in which important lab information has been removed from doors and other places on campus after it has been posted. He stated that he would follow up on it after he received the information.</p>

	BCTC Facilities and Safety & Security Procedures BCTC Announcements	
Approval of ALT Minutes from 9/06/16 and 9/13/16	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 08/30/16 were accepted, and the minutes from 9/06/16 were tabled until the next meeting.</li> </ul>	
Follow-up from previous ALT Minutes	<p><b>Majors Fair – September 21, 2016</b></p> <ul style="list-style-type: none"> <li>No updates were reported.</li> </ul> <p><b>Advising PD (Half Day) – September 30, 2016</b></p> <ul style="list-style-type: none"> <li>It was requested that an announcement be made about the September 30th half-day PD opportunity during the Division meetings scheduled on Friday, September 16.</li> <li>Karen Mayo said the agenda for the half-day Advising PD would be posted by the first of the week of September 19.</li> </ul> <p><b>Community Day – October 1, 2016</b></p> <ul style="list-style-type: none"> <li>Pam Hatcher reported that plans are being finalized for Community Day. She said that she would email ALT an update on Community Day.</li> </ul>	<p>Majors Fair – September 21, 2016</p> <p>Advising PD (Half Day) – September 30, 2016</p> <p>Community Day – October 1, 2016</p> <p>Pam Hatcher will email ALT an update on Community Day.</p>
Bookstore Course Fees	<ul style="list-style-type: none"> <li>Steve White shared information that David Ruth provided to him concerning bookstore course fees.</li> <li>Karen Mayo reminded members about the September 14 deadline for bookstore course fees, and a short discussion followed. She noted that a course fee remains the same even if the instructor of the class changes because a course fee stays with the class.</li> </ul>	
New Georgetown Campus Tour	<ul style="list-style-type: none"> <li>Pam Hatcher requested that the group tour of the new Georgetown Campus be rescheduled to a later date. After a brief discussion, the consensus of the group was to reschedule the tour on October 25 and to depart from the Newtown Campus at 1:30 p.m. that day.</li> </ul>	
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>It was reported that a pilot project for Coordinators would be taking place this year.</li> <li>Steve White stated that he has been awarded a fellowship with Shakertown to write the history of the Shakers at Pleasant Hill. He noted that an archivist would be on site when he works at Shakertown.</li> <li>The AD of BCIS noted that her division's DOM, Ginger Porter, had provided orientation for three adjuncts that day.</li> <li>It was announced that the DOM position for LRC and Tutoring has been posted.</li> <li>The Ad of Distance Learning noted that he would attend a peer team meeting at the System on September 14, and one of the topics would be an agreement for online students from other states.</li> <li>It was reported that a new business model has been sent to Dr. Box for review, and he will present it to college presidents.</li> <li>It was noted that Brainfuse could only be used by students enrolled in Learn on Demand (LoD) courses.</li> <li>The Interim AD of Advance Manufacturing and Trades reported that the AMT Division is still in the process of moving to the new Georgetown Campus.</li> <li>It was announced that Pam Hatcher would be speaking at APICS-Bluegrass in Lexington on September 20th.</li> <li>It was noted that in an effort for ITT Tech students to explore options with KCTCS, an event would be held at BCTC's Leestown Campus later in the week.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The VP of AWD announced that Kevin Dunn would be the lead for the Teaching and Learning Center this year.</li> <li>• It was announced that a retirement reception would be held for Joanel Robinson at the Leestown Campus on Friday, September 23, 2016, at 11:00 a.m.</li> <li>• The AD of Workforce Solutions stated that Workforce is taking on Joanel Robinson’s responsibilities for AMT.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>• It was noted that the Dental Hygiene Advisory Board would meet on September 16.</li> <li>• Karen Mayo reported that 14 cadets from the Lexington Police Department are enrolled and have started course work at the Newton Campus.</li> <li>• The AD of Humanities announced that on September 16 the developmental area would be meeting prior to the meeting of the Humanities Division. She noted that changes to mandatory placement and the desire to accelerate developmental learning would be discussed.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Advising PD (Half Day) – September 30, 2016</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>• It was noted that the Business Workgroup would meet in September.</li> </ul>	
Goal Progress	<p><b>4 Annual Priorities</b></p> <ul style="list-style-type: none"> <li>• Laura Lynch reported the Career Pathways Project Team met on September 9.</li> <li>• Karen Mayo noted that Enrollment Pipeline training would be held on September 14.</li> <li>• Rebecca Simms reported that she would be meeting with Elkhorn Crossing on September 14 and finalizing an articulation agreement with the school.</li> </ul> <p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul> <p><b>AWD Goals</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul> <p><b>SEM Plan</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>• A meeting will be held on October 7, 2016.</li> </ul>	
Woohoo Awards	<ul style="list-style-type: none"> <li>• Ralph Potter thanked members for their support while taking on his new position as Interim AD of Advanced Manufacturing and Trades. Then he presented the Woohoo Award to Kevin Dunn and thanked him for everything he has done to help him with the transition to AD.</li> </ul>	

	<ul style="list-style-type: none"> <li>Rebecca Simms said that she has enjoyed her Woohoo Award. Rebecca presented Pam Hatcher with the Woohoo Award for all the planning of and moving to the new Bluegrass Advanced Manufacturing Center at Georgetown while continuing to fulfill her other job responsibilities.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>September</b></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 ALT</p> <p>Sept. 23      All Fall syllabi are to be filed on the server</p> <p>Sept. 19      Vicki Partin submits Summer 2017 space allocation and class schedule recommendations to ALT</p> <p>Sept. 23      All Fall syllabi are to be filed on the server</p> <p><b>October</b></p> <p>Oct. 1      Start of priority registration for Spring 2017 semester for currently enrolled students</p> <p>Oct. 1      Academic Credentials Verification Process</p> <p>Oct. 3      Coordinators complete/delegate classroom observations</p> <p>Oct. 7      Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Oct. 7      All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation</p> <p>Oct. 7      Cancellation of Fall II 8-Week Classes</p> <p>Oct. 7      ALT members submit completed Summer 2017 class schedule room grids to Vicki Partin</p> <p><b>Oct. 10-11      Academic Holidays (Monday-Tuesday, Fall Break)</b></p> <p>Oct. 12      Fall II classes begin</p> <p>Oct. 12      ALT members submit the Summer 2017 class schedule to Vicki Partin</p> <p>Oct. 13      Vicki Partin submits Summer 2017 schedule of classes to Registrar's Office</p> <p>Oct. 14      Fall II 8-Week registration continues only for faculty-approved classes</p> <p>Oct. 14      Spring 2017 textbook orders due to Barnes and Noble</p> <p>Oct. 18      Deans and Vicki Partin submit Fall 2017 space allocation and class schedule recommendations to ALT</p> <p>Oct. 21      Division meetings</p> <p>Oct. 28      All Fall II syllabi are to be filed on the server</p>	
Adjournment	Meeting was adjourned at 3:11 p.m.	
Next Meeting(s)	Tuesday, September 20, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Kevin Dunn	