

<i>Academics Leadership Team Meeting Minutes</i>		
Date: September 17, 2015 Time: 2:00 PM – 4:00 PM		Facilitator: Debbie Holt Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Vicki Wilson, Debbie Holt, Melanie Williamson, Jackie Wiseman, Pam Hatcher, Angie King, Rebecca Simms		
Guest: Laura Parrish		
Agenda/Issue	Discussion	Action
Approval of Minutes from September 8, 2015	Debbie opened the floor for approval of minutes from 9/8/15. <ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>	
Newtown General Classroom and Computer Classroom Conversion	Debbie opened the floor for discussion. The campus room grid was shared with ALT to review the impact converting labs may have on classroom scheduling in the future. <ul style="list-style-type: none"> <li>Conversions to complete computer classrooms to instructional classrooms has begun across campuses.</li> <li>There are still two classrooms at Newtown rooms 303/304 that need to be updated. The systems in those labs are currently seven-eight years old.</li> <li>The reason for the conversions were to establish open labs across the campuses for student and faculty use.</li> <li>Room 019 was discussed as the best option as an open lab at Newtown because it is close to the MAC lab, accessible to printing, and it is on the same floor as the IT staff at Newtown.</li> <li>Room 223 has been fully converted and will be moved after fall break.</li> <li>A member suggested that before we proceed with converting any additional classrooms, we weigh the cost across the board and determine how we can use tuition as a means to cover the additional costs required to expand current areas that are already smart computer labs or currently serve as dead areas in the building.</li> <li>A member suggested that it is a good idea to fully utilize any space that we currently have in the LRC or other open labs that could really support this initiative for expansion.</li> <li>To add an additional switch, it will cost \$250 per month for 60 months to cover any additional computer lab conversions outside of areas that are not currently assigned to a switch.</li> <li>A member asked: “If only 40% of the rooms are being utilized, is there a way we can work with classroom scheduling to make sure we are fully utilizing the space?” <ul style="list-style-type: none"> <li>A member suggested that we fully review the courses that made enrollment and make sure that we are scheduling those courses accordingly in rooms that are available for future semesters.</li> </ul> </li> </ul>	ALT decided as a whole that Laura will get the estimated cost to add additional computers in the LRC. The open lab in Room 304 will be moved into Room 223 after Fall Break.  <b>Perkins Funds</b> Any questions/orders pertaining to Perkins funds, please direct them to Laura attention as soon as possible for processing.
VP of Academics Search Process Update (see attachment)	Debbie opened the floor for discussion. <ul style="list-style-type: none"> <li>ALT reviewed the schedule for the search process.</li> <li>Search timeline and dates were reviewed.</li> <li>Dates and times were discussed to see when the best time would be for ALT to meet and greet the VP candidates.</li> </ul>	Tri will discuss with Dr. Julian some possible dates and times she would like ALT to be present and will report back to ALT.

Vacant Positions— LRC, MIT, and RAD	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• Each vacant position was presented to ALT for consideration to be filled.</li> <li>• LRC position was suggested to be filled as a temporary full-time position.</li> <li>• MIT and OST positions will be tabled and discussed at a later date after the AD completes a needs analysis for the positions with the coordinators.</li> <li>• RAD position was suggested to be filled as a full-time regular faculty director/coordinator.</li> </ul>	<p>Tri will present all recommendations to LET and report back to ALT.</p> <p><b>Important</b> Resignation requests must be submitted to AD within 90 days of the resignation date.</p>
Phone Coverage Sept 16-25	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• Currently we have two individuals who cover the phones full-time. We are in the process of creating a plan to assist with phone coverage in case of an absence.</li> </ul>	<p>Tri has discussed with other VP's and the DOM's the possibility of providing a rotating schedule to cover the phones in the event of an absence.</p> <p>Tri will report back to ALT feedback from other areas and let them know how the rotating schedule will work.</p>
Barnes and Noble Course Charge Program	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• Item will be tabled until next meeting.</li> </ul>	
PPE's	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• ALT completed a training with HR to learn how to more efficiently navigate the new PPE planning system for Staff.</li> <li>• A member suggested that the training was very helpful and that HR has been of great assistance in making sure everyone understands the new process. <ul style="list-style-type: none"> <li>○ A member suggested that if we need additional assistance with PPE's, please contact HR.</li> </ul> </li> </ul>	<p>Tri advised the AD's to get all of their PPE's completed as soon as possible for those employees in their areas that require one.</p>
LET Update	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• LET had a strategic planning retreat on September 15<sup>th</sup>.</li> <li>• The current strategic plan is scheduled to end 2016, so the leadership team has begun to develop some long-term goals to establish the plan for the next 6 years.</li> </ul>	<p>Dr. Julian will be providing an update to the college soon.</p>
Title IX/Sexual Misconduct Language for Course Syllabi— (see attachment)	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• A member suggested that we include this training for our students to complete this training and be included on the course syllabi.</li> <li>• A member suggested that we could include this training as part of the FYE course.</li> <li>• A member confirmed that James Chambers is our Title IX Coordinator for students. Jane is our coordinator for Faculty and Staff.</li> </ul>	<p>ALT will discuss this topic at their division meetings and provide feedback to ALT regarding any suggestions or comments received.</p>

<p>BCTC Community Day, Newtown Campus October 24, 2015 11am-3pm</p>	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• Dr. Julian has suggested that Academic programs design a few informational sessions with an informational table to highlight programs across our academic plans of study. <ul style="list-style-type: none"> <li>○ Each informational session will be required to provide an interactive module with the informational session.</li> </ul> </li> </ul>	<p>A template will be provided so divisions can discuss with their program coordinators who would be willing to do a session during the day of the event.</p>
<p>2015 Year-End Budget Discussion—(see attachment)</p>	<p>Debbie opened the floor for discussion.</p> <ul style="list-style-type: none"> <li>• We ended the year on a good note.</li> <li>• A member suggested that our year-end budget can mainly be attributed to fiscal conservation, bad debt collection, and cost savings from positions within the college that have not been filled.</li> <li>• We have a healthy fund balance.</li> <li>• We are currently 3.8% down in student enrollment.</li> <li>• The college is still looking for efficient ways to cut costs and increase revenues. The college-wide budget committee is working hard to find ways to assist with these efforts.</li> </ul>	
<p>Additions</p>	<p><b>Budget Review Report</b></p> <ul style="list-style-type: none"> <li>• Ideas were discussed to reduce the budget and increase revenue. The following areas were discussed: (The floor was opened for discussion) <ul style="list-style-type: none"> <li>○ Re-evaluate the cost of cell phones.</li> <li>○ Re-evaluate Close regional campuses.</li> <li>○ Re-evaluate release time for Faculty/Staff.</li> <li>○ Re-evaluate overload process in conjunction with release time.</li> <li>○ Separation agreements/retirements.</li> <li>○ Full-time lecturers v/s full-time faculty (online only).</li> <li>○ Increasing online course caps for specific English and Math courses. <ul style="list-style-type: none"> <li>▪ Ben will follow-up with ALT about the BRAC process and a list of recommendations will be presented to Dr. Julian to review. Data will be required to support our requests to move forward with this initiative.</li> </ul> </li> <li>○ Changing workload.</li> <li>○ Increasing our marketing efforts to attract more students.</li> <li>○ BCTC salaries.</li> <li>○ Percentage of grants that are shared with KCTCS systems office.</li> <li>○ Increasing the number of industry partnerships.</li> <li>○ Close Cooper Campus.</li> <li>○ Adding additional student fees.</li> </ul> </li> </ul> <p><b>SDEM/Student Advising Workgroup Update</b></p> <ul style="list-style-type: none"> <li>• No shows: Approximately 1100 students were dropped as no shows for the fall semester. Each no show must be manually dropped from the system. For those students who are dropped in error they must be reinstated and BCTC receives an institutional error for reinstatements when reviewed by SACS and other accrediting bodies.</li> <li>• Karen Mayo will be the FYE Coordinator in the spring.</li> <li>• Adding 12-week courses:</li> </ul>	<p>It was suggested to add “Work group reports” as a standing addition to the ALT agenda.</p> <p>The next budget committee meeting is scheduled for September 18.</p>

	<ul style="list-style-type: none"> <li>○ AD and Coordinators will work together to make sure only those courses that are making enrollment are added. Others will remain in escrow.</li> <li>● COMPASS and Assessment Testing: <ul style="list-style-type: none"> <li>○ Ben will provide a detailed update at the next ALT meeting. Currently our mandatory placement plan is stricter than KCTCS policy. A member suggested that as a college we have a right to have our own policy and be able to set our numbers where we see fit if we feel that it will improve student success.</li> <li>○ This is an ongoing discussion that may result in KCTCS making us revise our policy. A member suggested to justify why our scores are set so high, it would be beneficial to our college if we had data to support the mandatory placement requirements.</li> </ul> </li> <li>● Overrides: <ul style="list-style-type: none"> <li>○ When coordinators leave, please let Becky no who needs permissions and who needs permissions turned off.</li> <li>○ A member suggested that we add this item to the Academic Calendar.</li> </ul> </li> <li>● October 1-Priority Registration: Remind Coordinators at division meetings.</li> </ul> <p><b>Academics Landing Page</b></p> <ul style="list-style-type: none"> <li>● Landing page was reviewed for any additional feedback or revisions.</li> <li>● ALT approved the webpage.</li> </ul> <p><b>Faculty Section of Academics Policy and Procedures Webpage</b></p> <ul style="list-style-type: none"> <li>● ALT will review the requested documents that need to be updated and bring all suggestions to the next ALT meeting on 9/22/15.</li> <li>● AD's can also email their suggestions to Luv's attention by noon Monday, 9/21/15.</li> </ul> <p><b>Adult Ed</b></p> <ul style="list-style-type: none"> <li>● A new Adult Ed site will be opened off of Winburn Dr.</li> <li>● This will be a partnership with Community Action Council.</li> <li>● A member suggested that this will be a great opportunity for us to really reach out to a new target population of students and increase our presence on the North end of town.</li> </ul> <p><b>November 2:Strategic Planning Meeting with Systems Office</b></p> <ul style="list-style-type: none"> <li>● Each AD will be responsible for submitting three or four names from each division of people who would be willing to attend a 3-4 hour strategic planning event to review the next 6 year plan focusing on community partners. Please reach out to Active Advisory committee people and see if they may be interested in attending the event.</li> </ul> <p><b>Advocacy Campaign during Legislative Session-January-April</b></p> <ul style="list-style-type: none"> <li>● This may involve contacting legislators, sending letters/emails, participating in planning meetings/events. More details will be provided as Dr. Julian shares with LET.</li> </ul> <p><b>Division Meeting Updates:</b></p> <ul style="list-style-type: none"> <li>● Each AD plans to discuss at their division meetings: Title IX, BCTC Community Day, VP Search Update, Committee List, Priority Registration, BRAC Update.</li> </ul>	<p>Please send names, contact information to Tri.</p> <p>Please send a list of names to Tri who may be interested in participating in this campaign with the Governor.</p>
--	--	--

Upcoming Deadlines	<p><b>September</b></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> <p>Sept. 25 All Fall syllabi are to be filed on the server.</p> <p>Sept. 30 Registrar's Office posts PDF of the Spring 2016 class schedule for priority registration.</p> <p><b>October</b></p> <p>Oct. 1 Coordinators complete/delegate classroom observations.</p> <p>Oct. 1 Start of priority registration for Spring 2016 semester for currently enrolled students.</p> <p>Oct. 2 Faculty Council meeting 1:30-3:30, Newtown Campus.</p> <p>Oct. 2 All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation.</p>	
Adjournment	Meeting adjourned at 4:00 p.m.	
Next Meeting	September 22nd, 2 p.m. at Newtown Campus.	