

Academics Leadership Team Meeting Minutes		
Date: September 20, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Kevin Dunn 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): Shelbie Hogle, Jill Page, Deena Mentonis		
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 an article by Diana J. Martin, Ph.D., entitled “Wired for College: How Digital Natives are Changing Higher Education.” While discussing the article, several members mentioned they had already used the article. 	
Essential Agenda Additions	<ul style="list-style-type: none"> There were no additions. 	
Approval of ALT Minutes from 09/06/16 and 09/13/16	<ul style="list-style-type: none"> Minutes from the meeting held on 09/06/16 were approved, and the minutes from 9/13/16 were tabled until the next meeting. 	
Follow-up from previous ALT Minutes	<p>Bookstore Course Fees – September 14, 2016</p> <ul style="list-style-type: none"> No updates were discussed. <p>Division Meetings – September 16, 2016</p> <ul style="list-style-type: none"> Karen Mayo reported that she attended the Humanities Division meeting and stated that she discussed PPEs with those in attendance. She added that she would be following up on questions asked during the meeting to ensure PPE guidelines would be followed. It was noted that Shawn Smith presented a safety session during one of the meetings held at the Newtown Campus. It was reported that faculty compensation for instruction of classes with low enrollment was discussed during division meetings. Then Karen Mayo, Yasemin Congleton (lead), and Melanie Williamson volunteered to review BCTC’s policy on faculty compensation for instruction of classes with low enrollment. <p>Majors Fair – September 21, 2016</p> <ul style="list-style-type: none"> It was noted that the Majors Fair would be held the following day, and members were encouraged to attend. <p>Advising PD (Half Day) – September 30, 2016</p> <ul style="list-style-type: none"> It was reported that 44 people have registered for the Advising PD scheduled for September 30th. <p>Community Day – October 1, 2016</p> <ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences noted that the Race for the Cure would be held in Lexington on October 1st. Pam Hatcher said that she would let the committee know. The VP of AWD stated that Terry Buckner had sent an email requesting more volunteers for the event. Pam Hatcher said that there we no other event updates to report. 	Karen Mayo, Yasemin Congleton (lead), and Melanie Williamson volunteered to review BCTC’s policy on faculty compensation for instruction of classes with low enrollment.

SEM Plan Initiatives	<ul style="list-style-type: none"> • Shelbie Hugle, BCTC's Associate Dean of Admissions, and two of her staff members were welcomed to the meeting. Then Shelbie introduced Jill Page and Deena Mentonis and explained that Tiffany Drury and Jamie Malusky work in Admissions at other campus locations. Deena provided an overview of her work with admissions, recruitment, and the SEM Plan. Jill provided information about recruitment activities and materials, how to request recruitment materials, and the area's data collection process. She added that she would be visiting divisions throughout the year. • Afterwards Shelbie talked with members about partnering with them and their program advisory committees to implement three action steps in the SEM Plan that were designed to enhance communication with external stakeholders. • Then the Associate Dean talked about branding and stated that it is important for BCTC to provide a clear, consistent message and branded information. She said that Admissions would be providing each division with a branded table banner and that individual programs could purchase one if they send her a request. • When concluding her remarks, the Associate Dean encouraged members to showcase their programs at college career fairs and other events. She provided resource information and promotional materials, and she noted the materials would be available at all campus locations. • The VP of AWD commended the Associate Dean and her staff for their excellent work, thanked them for providing ALT with the information, and said members would communicate the information to their programs. 	
BHEC Academic Leadership Academy	<ul style="list-style-type: none"> • The VP of AWD gave an overview of the Bluegrass Higher Education Consortium Academic Leadership Academy (BHEC ALA), a presidential initiative to build future academic leaders in the Bluegrass Region, and stated that ALT provides recommendations to President Julian for BHEC ALA. • He noted that it is a PD opportunity focused on developing leadership that provides college representation, networking, and engagement with a select group of excellent speakers. • After discussing BHEC ALA with ALT, the VP of AWD requested that members email their recommendations to him for BHEC ALA 2017 by noon on Monday, September 26, 2016. 	The VP of AWD requested that members email their recommendations to him for BHEC ALA 2017 by noon on Monday, September 26, 2016.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The AD of CHLSS reported that Rick Smoot would write an abridged history of Kentucky. • The Dean of Academic Support announced that BCTC Adult Education is partnering with the Northside Branch of the Lexington Public Library. • The AD of Humanities announced that BCTC's Theatre Arts Program is kicking off its Tenth Anniversary Season with a production of David Ives' collection of short pieces, "All in the Timing." She added that information about the production has been posted on BCTC's website. • The AD of Mathematics and Statistics reported the Division's syllabi were posted a week early. • The AD of BCIS announced that the IdeaFestival would be held September 27-30, 2016. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • The Interim AD of Nursing reported that BCTC's Associate Degree Nursing (ADN) Program currently has a 91% pass rate and the Practical Nursing (PN) Program currently has a 100% pass rate. • The AD of Allied Health reported that both Dental Hygiene and Radiography currently have a 100% pass rate on boards. • The Interim AD of Nursing reported there were 385 more Nurse Aide testers in 2015-16 than the year before. <p>Professional Development</p> <ul style="list-style-type: none"> • Advising PD (Half Day) – September 30, 2016 	

	<p>Workgroup reports</p> <ul style="list-style-type: none"> It was reported that the ALT Business Workgroup would meet on Thursday, September 22nd. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> It was noted that members would share goal sheets in ALT after they compile them. <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. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD reported that nominations for the All USA Community College Academic Team are due to Linda Faul by 4:30 p.m. on Wednesday, October 5. He noted that Linda had sent an email that included information and a nomination form. The VP of AWD announced that sabbatical leave would not be granted this year, and he said that clarification would be provided. The VP of AWD reminded members that October 16, 2016 is the deadline for the mandatory Violence Against Women Act (VAWA) training. He said that he would ask BCTC's HR Department whether a list of those out of compliance would be provided to supervisors. The VP of AWD discussed KCTCS Curriculum Committee updates and requested that members send him any curriculum changes by noon the following day, September 21, 2016. The VP of AWD discussed PPEs with members. The VP of AWD reported that Todd Gray, BCTC's Security & Safety Manager, is leaving BCTC to take another job and that Mary Bailey, Assistant Professor in Cosmetology/Esthetics, is retiring. The VP of AWD requested that members share topic ideas for APT so that he could provide them to President Julian. After discussing ideas, members identified the following topics: 1) an update on the budget; 2) an update on the new Georgetown Campus and the construction at Newtown and Leestown; 3) an update on Project Teams and the SEM Plan; and 4) an overview of Academics and Workforce Development including Adult Education, the Testing Center, Workforce Solutions, changes in assessment and advising due to the discontinuation of COMPASS, science outreach, <i>Hour of Code</i>, the video game company, and other pilot programs. The VP of AWD reported the KCTCS Chancellor had discussed faculty leave in the CAO meeting held on September 15. He said that he was pleased that BCTC already has a plan in place. He added that embedded credentials and interstate transfer relationships were discussed, and he noted that the System would be reviewing SACS requirements. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on Friday, October 7, at the Newtown Campus. 	<p>The VP of AWD will ask BCTC's HR Department whether a list, of those out of compliance with the mandatory Violence Against Women Act (VAWA) training, would be provided to supervisors.</p> <p>The VP of AWD requested that members send him any curriculum changes by noon on Wednesday, September 21, 2016.</p>

Woohoo Awards	<ul style="list-style-type: none"> • Kevin Dunn presented a Woohoo Award to Greg Feeney for his support and for doing a good job in his new role as Vice President of Academics. • Pam Hatcher gave the other Woohoo Award to Yasemin Congleton for jumping in and doing a good job in her new AD position. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>September Sept. 23 All Fall syllabi are to be filed on the server</p> <p>October Oct. 1 Start of priority registration for Spring 2017 semester for currently enrolled students Oct. 1 Academic Credentials Verification Process Oct. 3 Coordinators complete/delegate classroom observations Oct. 7 Faculty Council meeting 1:30-3:30, Newtown Campus Oct. 7 All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation Oct. 7 Cancellation of Fall II 8-Week Classes Oct. 7 ALT members submit completed Summer 2017 class schedule room grids to Vicki Partin</p> <p>Oct. 10-11 Academic Holidays (Monday-Tuesday, Fall Break) Oct. 12 Fall II classes begin Oct. 12 ALT members submit the Summer 2017 class schedule to Vicki Partin Oct. 13 Vicki Partin submits Summer 2017 schedule of classes to Registrar's Office Oct. 14 Fall II 8-Week registration continues only for faculty-approved classes Oct. 14 Spring 2017 textbook orders due to Barnes and Noble Oct. 18 Deans and Vicki Partin submit Fall 2017 space allocation and class schedule recommendations to ALT Oct. 21 Division meetings Oct. 28 All Fall II syllabi are to be filed on the server</p>	
Adjournment	Meeting was adjourned at 3:50 p.m.	
Next Meeting(s)	Tuesday, October 4, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Melanie Williamson	