Academics Leadership Team Meeting Minutes	
Date: September 22, 2015 Time: 2:00 PM – 4:00 PM	Facilitator: Greg Feeney Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Debbie Holt, Melanie Williamson, Jackie Wiseman, Pam Hatcher, Ben Worth, Angie King, Rebecca Simms Guest: Pam Bates and Vicki Partin	

Agenda/Issue	Discussion	Action
Approval of Minutes from September 17, 2015	Greg opened the floor for approval of minutes from 9/17/15. • Minutes were approved.	

Class Scheduling and Academic Advising Update	Greg opened the floor for discussion.
	12-week sessions
	• 12-week sessions has improved greatly across the college. We have identified a need to have someone who can constantly monitor the courses that are currently in escrow. When we do not open those courses and classes meet cap, we lose students or they enroll in online courses. This may affect student success and retention of students who may not be prepared for online courses.
	• A member asked, "If a course is escrowed, can the course be opened without coordinator approval?"
	    o A member suggested that many of the escrow courses must have a faculty member identified to teach them. If we do not have faculty to teach these courses, we run into the issue of trying to find someone to teach those courses. Some escrow courses open three days before courses begin and this can cause multiple issues for divisions and student enrollment. This would be much easier to deal with filling online courses versus in-person.
	• A member asked, "How does this affect those students who must have all face-to-face courses?
	    o It was suggested that this would only apply to BCTC students that live in UK housing. They must have 12 face-to-face hours to fulfill their housing obligations with BCTC/UK. A member suggested that advisors can recommend the blended courses for these students to take to meet requirements.
	    o Pam added that 12-week sessions are not affecting our students that live in UK housing as much as those who transfer in. We lost a lot of transfer students because we did not have upper-level courses to place them in or the courses that were offered conflicted with their work schedules.
	    o A member suggested that when coordinators are prioritizing escrowed classes, it may be a good idea to make sure upper-level courses are included at the top of the list.
	Target market for 12-week sessions
	• Our target market for 12-week courses is tailored for new students and transfer students. A member suggested that we advertise these courses for current students as well.
	    o Pam emphasized that there has been a shift in students taking online who are requesting face-to-face, so we need to make sure we can serve their needs as well. The issue that has been occurring is that many of the courses these students are allowed to pick-up are still in
		ALT will create a process and guidelines for how the college will handle escrow courses in the summer and fall. This will be shared with Pam and Vicki for additional feedback. Coordinators will be responsible for prioritizing their escrowed courses and sending those to their AD's for consideration.

	escrow or have already been filled. When we cannot find courses to place these students in, this ends up affecting enrollment and sometimes the students financial aid requirements.
	   o A member suggested that it may be possible to hide those classes that are escrowed or have filled so that when faculty are advising they are not confused by courses that are listed but are no longer available.
	Courses with caps of zero that are active like Honors that require overrides
	• Vicki asked ALT if it was possible to change the setting "Instructor permission required" to reflect "Department Consent" so advisors do not have to send the student to the individual listed.
	   o A member suggested it would benefit the student and the advisor, if the setting was a lot clearer and the cap was not set at zero.
	Proofing of Course Scheduling
	• Vicki advised ALT that many of the proofs she has been receiving have not been properly formatted and advised ALT to make sure that their coordinators are really following the instructions when compiling the course lists.
	• Questions were presented to ALT:
	• Vicki asked: "What is the AD's role in the proof?"
	   o A member suggested that the AD serves as the compiler of information they have received from their coordinators.
	   o A member suggested that AD's should also be proofing the file to check for consistencies, room conflicts, and reviewing the file before submitting it to Vicki for compiling.
	Summer Scheduling Analysis of Regional Campuses
	• Tri will meet with regional directors on Thursday, 9/24/15 and this item will be discussed. The following questions will be addressed: What should we offer and which regional campuses will offer these courses?
	   o A member suggested that we really evaluate the current course loads offered at regional campuses and make sure that the campus directors are able to accommodate additional courses at regional campuses during the summer and find faculty who can teach these courses.
	Summer and Fall Grids
	• ALT was asked to share any information about recent changes in room assignments, swaps or conversions.
	   o ALT agreed to schedule Newtown 106 as a last resort. A member suggested that many Instructors are complaining about teaching in this classroom because of how thin the dividing walls are between the rooms. This classroom is currently creating learning burdens for students because when more than one class is taking place, it does not create a good learning environment for the students.
	   o A member stated that Newtown 021 on the grid should be noted as lecture. This change will be updated.
		ALT will work with their coordinators to see if this suggestions would make scheduling for these courses easier on their end. After feedback has been collected, ALT will revisit this topic.
		
		ALT will work with their coordinators to make sure they are following the instructions for course scheduling.
		
		Tri will follow-up with IT to verify changes in computer lab and classroom conversions at Newtown for summer and fall 2016. A report will be provided to ALT next week.

	Course Fee	Vicki will touch base with Pete and David in the bookstore to make sure a policy has been established that will make the process easier for Becky and Vicki to comply with when compiling the class scheduling proof.

	• Course fee column has been included in the class scheduling proof. AD's where advised to fill in this column for Becky to make sure that all course fees are accurate.
	  ○ A member suggested that in the past, Dr. Hellmich provided this information to the bookstore and recommended that it is likely that this will be changed moving forward due to the confusion it is causing.
	  ○ Vicki will run the report that the bookstore uses for ALT to review so they are familiar with the format Pete and Becky use.
	  ○ Vicki will provide an update to ALT after she discusses the issue further with Pete and Becky.	

BRAC Report	Greg opened the floor for discussion. • The committee met on September 4th and received information from Academic Faculty and staff throughout the college about ways we could increase revenues and decrease costs. • The list will be prioritized based on which items most support increasing revenues across the college. • All ideas are welcomed to increase our performance. Everyone is welcome to provide feedback to ALT and it will be shared with BRAC. • BRAC reports are due quarterly each fall. These reports will be shared with the college and suggestions are welcomed once the report has been distributed for review.	

Placement Exam Replacement, Starfish, R2T4, Testing Center Updates	Greg opened the floor for discussion.
	Placement Exam Replacement
	• COMPASS will be phased out November 2016. There is a system work group exploring KY assessment such as KYOTE and EdReady to see how these assessments will impact placement requirements for students for fall 2016.
	  ○ This process will impact selective admissions and many other academic programs across the college.
	  ○ A member suggested that EdReady is not a good evaluator of efficiently placing the student. This assessment is not a measure to use to place students because it does not measure certain criteria the college looks for when measuring writing and reading.
	• It was suggested that Academics needs to have a stronger voice in this decision.
	Testing Center Updates
	• The merger is working great and the new testing center will be located at Leestown in N-110 and will fit under Academic Support.
	• Proctored exams will take place in October. Centralized scheduling will be established for spring 2016.
	  ○ Ben will continue to work with advising to see what role college readiness assessment will play in the center. The long-range plan is to make the testing center one primary location for testing. There are currently 46 testing areas in the center. The plan is to have 60-100 computers by the end of the year to fully meet all of our needs. The cost will be weighed to make sure that any additional costs incurred meet budget.
		Tri will follow-up to find out who our Ed Ready Rep is and express the concern with making sure Ed Ready

	• Support will be provided to regional campuses to assist with proctored exam requirements.
	Starfish
	• There will be a system-wide Starfish meeting at systems office next week.
	    o Important dates to remember:
	        o Oct 12-second survey will be announced and this is the last day to drop a class.
	        o Oct13-survey will be launched.
	    o A member suggested that we monitor the number of students that are being reported, especially those who take online courses, so we can intervene and recommend tutoring. It was suggested that we reach out to online students and inform them of their options as well.
	• Distance learning is currently reviewing ways through this workgroup to see how learning communities, CPE guidelines, and student engagement with online courses may be impacted.
	• The long-term goal of this work group is to develop a competency based learn by demand online offering. More detail will be provided as needed regarding outcomes.
		Ben will create a draft message for academic needs to share with Faculty.

ALT Work Group Reports	Greg opened the floor for discussion. • There was no report. Group will meet this Thursday, 9/24/15.	Please send agenda items to Debbie by Thursday.
LET Report	Greg opened the floor for discussion. • LET did not meet this week. There was no report.	

Syllabus Check List and Posting of Syllabi	Greg opened the floor for discussion. (Please refer to handout)
	• A member informed ALT that there has recently been an inconsistency of storing syllabi on the s drive. It was suggested that in order to make the process more efficient, it is important to make sure everyone is on the same page.
	    o Guidelines have been established for ALT, Coordinators and DOM's to follow.
	    o Please use the handout to make sure everyone in your area is using this guideline for accuracy.
	    o This document will be emailed to ALT and will be stored for future reference. Location of where document will be stored will be shared with ALT at a later date.
		To monitor the procedure, Karen Dearborn will do quality control of all online syllabi.

Program Advisory Committees—Handbook and Membership	Greg opened the floor for discussion. • This item was tabled.	
Additions to Agenda.	Greg opened the floor for discussion. **Medical Terminology** • A member suggested that in the past there have been Medical Terminology in three areas with classes that were half full. Research was conducted to see if MIT103, CAL131 and AHS115 meet the equivalency requirements for the University of Kentucky and a member found that all three courses are not required. It was suggested that we only use our college resources and offer 1 med term course and fill it. • A member asked, "Do all of the courses follow the same format?" o A member suggested that curricula for the courses can vary depending on the Instructor and the caps for each course varies as well.	

o A member added that it should be offered in multiple formats (i.e. online and in-person) o It was suggested that a small workgroup be formed to evaluate how we can more efficiently meet the student needs. **National Adult Ed and Family Literacy Week** • There will be a balloon release on 9/24 to celebrate 196 GED grants from Fayette County this year. **Marketing: Social Media Policy** • There is a social media policy systems office put in place and BCTC has included an addendum to this policy. • A member suggested that we work with Faculty and Marketing to make sure that everyone who is currently managing social media reach out to Marketing and make sure that what they are sharing follows the guidelines. • Sarah suggested that all pages must be reviewed by Marketing and registered with their department to make sure the channel is reaching the appropriate audience and does not cause confusion amongst students and the community when they are searching for certain content pertaining to our college. This will allow us to make it more user-friendly. **Social Media Needs Assessment Form** • The form is a fillable form and must be signed by the supervisor. o Marketing shared with ALT that the Social media form will make people aware that certain media channels do exist and will allow us to more efficiently manage the channels and make suggestions for anyone interested in using or creating new channels. • A member asked: "What type of information can ALT provide to faculty to promote our media policy to make sure they are following proper protocol?" o It was suggested that the AD's share this policy with their coordinators and make sure that they are making Faculty and Staff in their areas aware of the policy. A member added that everyone should review our policy thoroughly and look at KCTCS's policy as well. • Marketing informed ALT that if anyone has items they would like to promote at the college, they can always call Marketing to discuss which channels will work best. • Marketing added that they would like to be included in the 12-week rotation so they can promote the college to students who may be interested in taking/picking up courses at BCTC. • A member suggested that the Academic Marketing Work group will be continued this year. ALT agreed as a group to continue this work group. **Reimbursement for Travel from regional campuses** • A member suggested that each division, if they have the funds available, should use their division funds. There is no longer a college-wide budget available in Academics to cover these expenses. • A member suggested that it may be possible for those requesting reimbursement to reserve a campus vehicle. **November 2: Strategic Planning Retreat** • Please submit names by Friday, 9/25/15. **Advocacy Legislature** • Send list to Tri by Friday, 10/2/14.	Debbie, Tammie, Rebecca, and Karmen will serve on the committee. Tri and Mark will share this with LET to make sure all functional areas are making staff aware of the policy in their areas. The Academic Marketing Work group will be continued this year. AD's plan to share this information at their division meetings.

Upcoming Deadlines	**September**	
	Sept. 25	All Fall syllabi are to be filed on the server.	
	Sept. 30	Registrar's Office posts PDF of the Spring 2016 class schedule for priority registration.	
	October	
	Oct. 1	Coordinators complete/delegate classroom observations.	
	Oct. 1	Start of priority registration for Spring 2016 semester for currently enrolled students.	
	Oct. 2	Faculty Council meeting 1:30-3:30, Newtown Campus.	
	Oct. 2	All candidates submit list of names to Beverly Drake of internal college individuals who will write letters of evaluation.	
	Oct. 9	Cancellation of Fall II 8-Week Classes.	
	Oct. 9	ALT members submit completed Summer 2016 class schedule room grids to Vicki Partin.	
	Oct. 9	Spring 2016 textbook orders due to Barnes and Noble.	
	Oct. 14	Fall II classes begin.	
	Oct. 14	ALT members submit the Summer 2016 class schedule to Vicki Partin.	
Adjournment	Meeting adjourned at 4:15 p.m.	
Next Meeting	September 29th, 2 p.m. at Newtown Campus.	