

Academics Leadership Team Meeting Minutes

Date: September 29, 2015
 Time: 2:00 PM – 4:00 PM

Facilitator: Vicki Wilson
 Recorder: Luv Robertson

Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Debbie Holt, Jackie Wiseman, Ben Worth, Rebecca Simms, Vicki Wilson

Guest:

Agenda/Issue	Discussion	Action
Approval of Minutes from September 22, 2015	Vicki opened the floor for approval of minutes from 9/22/15. <ul style="list-style-type: none"> • Minutes were approved. 	
Program Advisory Committees-Handbook and Membership	Vicki opened the floor for discussion. (The Advisory Committee file was shared with ALT) <ul style="list-style-type: none"> • Members were advised to update and create advisory committee memberships under the S drive. It was suggested that members: <ul style="list-style-type: none"> ○ Check to make sure that you and your coordinators have access to this folder. <ul style="list-style-type: none"> ▪ A member suggested that everyone can access the S drive, but some folders under sub-folders will need permissible access granted by Ray in IT. ▪ Minutes and agendas must be included with each program area’s folder. ▪ The folder can be accessed through the following path: S drive-Faculty-Advisory_Committees • ALT reviewed the required documents listed in each advisory committee file. Many of the programs listed have been discontinued at the college. <ul style="list-style-type: none"> ○ A member suggested that everyone within your division should be able to view every folder located in this file. It is important to have access to this information in case their areas are interested in sharing program information with other advisory committees. ○ A member suggested that advisory committee updates should be added to the academic calendar to make sure memberships are updated at least twice per year. • A member asked: “Is Dr. Julian the only one who invites members to serve on Advisory Committees?” <ul style="list-style-type: none"> ○ A member stated that per their division policy, any new members need to be forwarded to Dr. Julian to receive a welcome letter. If they are not returning or will be rotating off this information needs to be forwarded as well to receive a thank you letter for their service from Dr Julian. Other divisions shared that they were not aware of the policy and did not know where to find this information to share with their divisions. ○ A member suggested that it is very important that we keep the advisory committees up to date and make sure that the number of members that are on the committees work well with the programs. • A member asked: “If this process is not documented somewhere, how will AD’s and coordinators know what procedure to follow for advisory committees?” <ul style="list-style-type: none"> ○ A member suggested that some divisions have standardized letters from Dr. Julian’s office that they can submit on her behalf when they invite new members. 	Tri will update the folder and make sure the most current programs are displayed on the S drive. ALT agreed as a whole, to have all advisory committee memberships updated by October 31. ALT agreed as a whole that “Advisory Committee Updates” will be added to the academic calendar. Timeframes will be established when the new academic calendar is created for FY 16-17.

	<ul style="list-style-type: none"> ○ A member suggested that the handbook should be included with the welcome letter for all new members to review. ○ A member shared with ALT that page 13 of the Advisory Committee Handbook under “Community Participation” explains the process but they would like to receive some clarification from Dr. Julian to make sure everyone is following the same procedure. (link this page to minutes) 	Tri will double check with Dr. Julian to see what the standard procedure is regarding advisory committee assignments. A report will be provided to ALT and the procedure will be shared and posted on the S drive under the Advisory Committee folder.
Faculty Section of the BCTC Policy and Procedures Handbook	<p>Vicki opened the floor for discussion. Several suggestions for the Faculty section of the Academics Policy and Procedures Handbook were presented to ALT.</p> <p>Faculty Compensation for Classes with low enrollment</p> <ul style="list-style-type: none"> ○ A member suggested to add a line to the faculty overload form to include that “all regular load must be met before faculty will be paid overload for any additional courses.” ○ The wording in the current document is unclear and has caused some issues within divisions. It has been brought too many AD’s attention that many faculty are reading that the co-op/practicum pay would occur even if they have not met regular load. <p>12-month Faculty</p> <ul style="list-style-type: none"> ○ A member asked: “How do we pay overload for 12-month faculty?” <ul style="list-style-type: none"> ▪ A member suggested if their regular course load is met for the Fall and Spring, theoretically, all hours they teach in the summer will be considered overload. It was suggested that a statement be included to clarify the process for those working during the summer as 12 month employees. Under the 12-month PPE document we have... “A full-time 12-month instructional faculty will have 15 to 20 contact hours per week during the fall semester, during the spring semester, and during one summer term.” ○ A member added that they currently have one 12-month faculty teaching over 20 hours a week during the summer for the entire summer. It was suggested that we also include something under the overload for full-time faculty on how to calculate overload for 12-month employees once they hit their contact hours for the year. This will help AD’s justify any additional hours as overload. ○ A member added if the hours are available and overload is approved, once all teaching assignments have been met, requests for additional hours will be acceptable, if funding is available. The process will be reviewed by the Dean’s to make sure the process is consistent across divisions. 	ALT was advised to submit all suggestions, revisions, and recommendations to Tri to review at the Dean’s Meeting on Thursday, October 1, 2015.
Work Group Reports	<p>Vicki opened the floor for discussion. A member provided a report for the ALT/SDEM workgroup.</p> <p>FYE105</p> <ul style="list-style-type: none"> ● Laura Williams and Karen Mayo discussed the content of the course and adding more sections such as: financial aid and default management. 	

	<p>Mandatory Placement Requirements</p> <ul style="list-style-type: none"> • There are some faculty advisors at BCTC who feel that the mandatory placement requirements are too restricted, so they are not using our policy and are using KCTCS's policy instead. A member added that holds are being lifted and students are being placed in courses that may not meet the mandatory placement requirements and this is causing some issues for those students who may not be prepared to take these courses. <ul style="list-style-type: none"> ○ A member suggested that the plan needs to be re-emphasized and AD's need to make sure that their division advisors are using BCTC's policy and not KCTCS's policy. • A member asked: "How do we handle Faculty advisors who are lifting holds and placing students in courses they are not eligible to be enrolled in?" <ul style="list-style-type: none"> ○ A member stated that only AD's and Coordinators should have access to lift holds. • A member asked: "Do instructors still have permission to grant verbal overrides for students to take their courses?" <ul style="list-style-type: none"> ○ A member stated that instructors do still have permission to grant verbal overrides for sections that they teach. <p>Joint Section Numbers</p> <ul style="list-style-type: none"> • A member reminded ALT to inform their Faculty advisors about the importance of looking at section numbers where courses are joint. <ul style="list-style-type: none"> ○ A member suggested that we send the course listing that Vicki provided to our Faculty advisors to make sure they are adding students to the appropriate sections. (link document) <p>First Day of Semester Support</p> <ul style="list-style-type: none"> • A member asked: "How can we find a way to provide support to students, faculty, and staff in the evening?" <ul style="list-style-type: none"> ○ A member suggested that library assistants provide students, faculty, and staff with a FAQ sheet to assist them with any questions they may have. A member stated that LRC evening hours at Newtown are until 7, but all of the student support service offices close at 4:30. ○ A member suggested the Student Services Center should be open until at least 5:30-6:00 to assist those students who are taking evening classes. A member added that this poses a great inconvenience to our students. <p>Additional Updates</p> <ul style="list-style-type: none"> • PIM workgroup will meet next week. Please send agenda items to Tammy. 	<p>AD's will discuss the mandatory placement requirements at their division meetings to make sure everyone is on the same page.</p> <p>ALT agreed as a whole that AD's will review their list of coordinators, revise the list, and make sure that the appropriate individuals have access to lift holds.</p> <p>Tri will discuss this issue with SDEM and LET to see if this is a feasible option.</p>
BRAC Report	<p>Vicki opened the floor for discussion.</p> <ul style="list-style-type: none"> • The committee last met Friday, 9/18. They are still in the process of prioritizing a lot of the items that have been presented to the group for review. • Most of the ideas that were coming in focused on making cuts mainly in academic areas. A member suggested that more cuts from other functional areas across the college should be presented for review. A member included that this would be the best option to offer more services to students from every area and not just academics. Additional topics discussed included adding more services in M&I, merging additional divisions, and increasing faculty workload. 	<p>ALT agreed as a whole to suggest RTT4 be recommended for review to see if this would assist the college with decreasing the cost of funds we return to title IV.</p>

	<ul style="list-style-type: none"> ○ A member suggested that we review the RTT4 to support the argument regarding increasing faculty workload. A member added that we are losing a lot of students and funding because of Title IV returns. ● A member asked: “What steps can we take to make more of an academic contact to get these students back on campus so we are not losing funding because of Title IV returns?” <ul style="list-style-type: none"> ○ It was suggested that a position be created within the college to work specifically with Title IV returns and focus on getting these students to return. ● Areas that were recommended for review: <ul style="list-style-type: none"> ○ Recommendations: <ul style="list-style-type: none"> ▪ Re-evaluate all staff positions. ▪ As part of staff responsibilities, all staff will be required to teach an FYE course as part of their job duties. ▪ Re-evaluate and enhance the student recruitment plan. ▪ Increase intramural sports/cultural activities that may lead to retention. ▪ Offer more of a variety of courses for the 12 week sessions. <ul style="list-style-type: none"> ● A member stated that more students are requesting more face-to-face courses. A member suggested that if we cut back online, we may lose a lot of revenue that is created from online enrollment from other collees. ▪ Increase printing fee, student activities fee, duplicate Jefferson’s PPE to reflect their 8% initiative, increase tuition, Renovate additional space at Newtown North and rent out to community vendors to bring in additional revenue. ● A report will continue to be provided to ALT as the workgroup progresses and decisions are made. 	
LET Report	<p>Vicki opened the floor for discussion.</p> <p>Refilling positons</p> <ul style="list-style-type: none"> ● The library positon was approved as a 12-month full-time temp. The Radiography position was approved as well. AD’s were given the approval to proceed with posting the positions. ● The OST position in Lawrenceburg is still pending approval. The AD will evaluate enrollment in the courses to determine a need for the positon. A report will be shared with ALT once the need has been determined. ● Tri reminded ALT to bring forward proposals to refill vacant positions as they occur. ● A member asked: “What is a reasonable timeframe to submit these proposals?” <ul style="list-style-type: none"> ○ Tri suggested that the AD’s send all of their requests to their Dean’s and they will submit for review. ● A member asked: “Is there a form we use to submit proposals?” ● A member suggested that there use to be a form that AD’s used to submit vacancies, but they are no longer aware if the college was still using it. In the past, the AD’s just discussed the issue with their Dean. ● Tri reminded ALT that most of these positions will not be filled until fall. 	<p>Tri requested that ALT send the proposal document used in the past to his attention and he will review the document.</p> <p>The form will be revised to see what is essential for the first level of review. Deans will review the form t their weekly Dean’s meeting and a report will be provided to ALT.</p>

	<p>Facilities Update</p> <ul style="list-style-type: none"> • Georgetown: <ul style="list-style-type: none"> ○ Construction is on schedule. Classes will be scheduled for Georgetown Spring 2017. Once people move to Georgetown, there will be a lot of open space at Leestown: A lot of the equipment at Georgetown will be new and we will be transitioning out of Toyota. • Leestown <ul style="list-style-type: none"> ○ As of right now, the plan is to move Nursing and Allied Health from Cooper to Leestown. M&O is estimating \$4-6 million dollars to move these programs. ○ Leestown needs new furniture. • Newtown: <ul style="list-style-type: none"> ○ KY American Water made a donation to re-do the water fountain in front of the administration building. ○ Incubator space (will house small businesses, mainly biotech companies that are interested in using our students and space to launch their small business initiatives) will be utilized in the new science technology building at Newtown. <ul style="list-style-type: none"> ▪ Tri advised Tammy to speak with Rob by October 15th to discuss the vision for this space. If the space is left vacant, the college may incur additional costs up to 30% to add to the building later. Some of the space will be used as a classroom area/science lab. ○ Administration Building: The college is estimating \$3.8 million to make the building handicap accessible. ○ Laundry Building: The plan is for this building to be student centered. The plan includes a bookstore, coffee shop, and other services that would be student friendly in one location. ○ Cottages: The college is estimating this project will cost \$1.1 million per cottage to renovate. There is also space in a former dormitory. The plan is to convert this area into a theater/black box. • Lawrenceburg: Needs a new roof. Other regional campuses need new furniture. These costs will be evaluated as we get closer to moving off of Cooper. 	
<p>Additions to Agenda.</p>	<p>Vicki opened the floor for discussion.</p> <p>Faculty Advising</p> <ul style="list-style-type: none"> • A member reminded AD's to remind faculty that they need to advise all of their assigned advises even if they are not in their assigned areas. Everything the advisors need they should have access to in Advisor Quickview. • A member added that faculty are sending advisees to Advising and Assessment or reassigning students to other faculty members rather than just try to assist the student with the advising issues. • A member asked: "How do we handle students who request a new advisor?" <ul style="list-style-type: none"> ○ A member suggested it is very likely that the student may have changed their program plan online and many of their advisors are not aware of the change and are still assigning them to classes based off of their current program plan. If a student suggests a new advisor, the request must be submitted to the AD and discussed with the faculty advisor before the student can be re-assigned. 	

	<p>Regional Update</p> <ul style="list-style-type: none"> • Summer: Tri reminded the AD's that Vicki provided them with an outline of the courses that were taught at the regional classes last year in May when they met with the regional directors. It was advised that we only offer courses that met enrollment. If there are any other courses AD's believe will make, please work with your coordinators to make sure that the courses that are offered can be staffed and will meet enrollment. <p>Division Rules</p> <ul style="list-style-type: none"> • A member asked: "Can the AD's send their division rules for AD's to review so a clear procedure is established across divisions regarding rules?" • AD's will send their division rules for ALT to review. Tri will review the rules and a procedure will be established. ALT will provide input so the procedure will be the same across the board. <p>Curricula stored in SharePoint at the Systems Level</p> <ul style="list-style-type: none"> • A member informed ALT that many discrepancies have been found regarding the volume of changes in the catalog compared to the program plans offered at BCTC. A lot of courses that are no longer offered are still appearing in the catalog. A member suggested that each division should make sure that all of the course offerings listed in the catalog, correspond with their program plan. • A member recommended that coordinators double-check the catalog and make sure that their program plans are current and accurate. 	<p>Tri advised AD's to send their recommendations to Vicki and Vicki will work with AD's to approve those courses for summer.</p> <p>AD's will remind faculty to double-check the catalog and their program plans for accuracy at their division meetings.</p>
Upcoming Deadlines	<p>October</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> <p>Oct. 9 Cancellation of Fall II 8-Week Classes.</p> <p>Oct. 9 ALT members submit completed Summer 2016 class schedule room grids to Vicki Partin.</p> <p>Oct. 9 Spring 2016 textbook orders due to Barnes and Noble.</p> <p>Oct. 14 Fall II classes begin.</p> <p>Oct. 14 ALT members submit the Summer 2016 class schedule to Vicki Partin.</p>	
Adjournment	Meeting adjourned at 3:40 p.m.	
Next Meeting	October 6 th , 2 p.m. at Newtown Campus.	