

Academics Leadership Team Meeting Minutes		
Date: October 4, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Melanie Williamson Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Ralph Potter, Laura Lynch		
Guest(s): Tracy Knowles		
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 entitled “10 Reasons Why Humor is a Key to Success at Work” written by Jacquelyn Smith, <i>Forbes</i>. Then members engaged in a discussion about the article. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of CHLSS talked about the needs of BCTC’s international students. After a brief discussion, members requested that Kehla Vance, Assistant Director of Admissions for International Student Services, and Sarah Galvin, ESL Coordinator, be invited to the ALT meeting on October 18, 2016. The AD of Workforce Solutions announced an event that Workforce Solutions is holding with CADD students on October 10, 2016 at Rebel Sign Company. She asked members to invite FYE students who are interested in that pathway. 	Members requested that Kehla Vance, Assistant Director of Admissions for International Student Services, and Sarah Galvin, ESL Coordinator, be invited to the ALT meeting on October 18, 2016.
Approval of ALT Minutes from 09/13/16 and 09/20/16	<ul style="list-style-type: none"> Minutes from the meeting held on 09/13/16 and 9/20/16 were approved. 	
Follow-up from previous ALT Minutes	<p>Majors Fair – September 21, 2016</p> <ul style="list-style-type: none"> During a brief discussion about the Majors Fair, it was noted that several programs participated. The VP of AWD stated that it was an opportunity to showcase programs. <p>BHEC Academic Leadership Academy 2017</p> <ul style="list-style-type: none"> The VP of AWD announced that four BCTC applicants would be accepted for the 2017 BHEC ALA. He said that he would forward the application to the ADs, and he suggested that the applications be submitted early. <p>Advising PD (Half Day) – September 30, 2016</p> <ul style="list-style-type: none"> Karen Mayo reported that over 70 people attended the Advising PD held on September 30, 2016. She said that it was a very good half-day of PD and requested that members let her know how it could be improved. Several members said they heard positive comments about the Advising PD. <p>Community Day – October 1, 2016</p> <ul style="list-style-type: none"> There was a short discussion about Community Day. Members noted there was good participation across the college. When concluding the discussion, Melanie Williamson invited members to participate in the upcoming <i>Hour of Code</i> event. Laura Lynch, Rebecca Simms, and Tammy Liles volunteered to serve on a workgroup for the event. 	<p>The VP of AWD said that he would forward the 2017 BHEC ALA application to the ADs.</p> <p>Laura Lynch, Rebecca Simms, and Tammy Liles volunteered to serve on a workgroup for the upcoming <i>Hour of Code</i> event.</p>
Gen Ed Assessment and Eclipse Project	<ul style="list-style-type: none"> Tracy Knowles, a professor in BCTC’s Environmental Science Department, gave a detailed overview of the Multi-State Collaborative Project and provided a handout. She noted the project name would be changed to Advance Quality Learning Assessment. During the overview, Professor Knowles presented two options for Artifact Collection and requested that ALT talk with faculty and decide upon 	The VP of AWD requested that the Multi-State Collaborative Project be

	<p>the preferred option. She noted that the College Sampling Plan is due January 15, 2017. Then Professor Knowles presented information about the total solar eclipse, which will occur on August 21, 2017. She stated that BCTC students would be launching from Paducah. When concluding her remarks, she requested that members encourage faculty in all academic areas to get involved and to start planning related lessons and activities for the historical event.</p>	<p>placed on the ALT agenda for October 18, 2016.</p>
Faculty Evaluations	<ul style="list-style-type: none"> Melanie Williamson inquired about this year's faculty evaluations. During a discussion about them, Karen Mayo stressed the importance of faculty evaluations and talked about the use of the evaluations. 	
Peer Evaluation Process	<ul style="list-style-type: none"> The VP of AWD provided information about the Peer Evaluation process and discussed the timeline for this year's evaluations. 	
Promotion Committees	<ul style="list-style-type: none"> Members discussed the promotion committees and the guidelines for them. During the discussion, the VP of AWD requested that members review the 10-month and 12-month faculty PPE guidelines. When concluding the discussion, members requested that Ryan Kelly, chair of the College Advisory Committee on Promotion, be invited to ALT. 	<p>ALT members requested that Ryan Kelly, chair of the College Advisory Committee on Promotion, be invited to an upcoming meeting.</p>
Required VAWA training – "It's On Us Campaign"	<ul style="list-style-type: none"> Karen Mayo reminded members of the October 16, 2016 deadline for the required VAWA training. After a short discussion about it, the VP of AWD requested that members contact Jane Goatley if they have any problems with the training module. 	
KCTCS Short Term Certificates	<ul style="list-style-type: none"> The VP of AWD provided information and distributed a document about short term certificate programs, and a brief discussion followed. 	
CCCC	<ul style="list-style-type: none"> The VP of AWD announced that the 2017 Changing Classroom Cultures Conference (CCCC) would be held March 24-25, 2017. He added that more information about it would be coming soon. 	
Adjunct Faculty LRC Requests	<ul style="list-style-type: none"> The VP of AWD provided information and distributed documents that pertained to the legislative request for FY 2015-16 faculty data that included the number of adjunct and full-time faculty and the stipend schedule. 	
System Office Communication	<ul style="list-style-type: none"> The VP of AWD discussed System Office communication with members. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of Humanities reported there was a full house for Tim Davis' recent play and that it was very enjoyable. Karen Mayo reported that Kausha Miller did a fabulous job of presenting information on Mandatory Placement. The AD of CHLSS reported that Dr. David Shi would be presenting "A More Perfect Union: Race Relations in American History" in the Oswald Auditorium (OB 230) at the Cooper Campus on October 19, 2016 at 3:00 p.m. He added that Rick Smoot appeared on television on September 29, 2016 and noted that the one-hour documentary would be aired five times. The AD of Allied Health and Natural Sciences requested that members encourage their Divisions to plan for the historical total solar eclipse, which will occur on August 21, 2017. Rebecca Simms reported that BCTC Adult Ed is working with Good Will on job readiness and career services for students. The Interim AD of Advanced Manufacturing and Trades reported that his Division took robots to a local elementary school for a demonstration. The Interim AD of Distance Learning reported that a State Authorization Reciprocity Agreement (SARA) is in the process of being finalized and is expected to be effective December 1, 2016. Karen Mayo announced that a FYE Coordinator position is open and noted it is a college-wide opportunity. 	

	<p>Scheduled program updates</p> <ul style="list-style-type: none"> Tammy Liles reported that Cindy Tucker, Tracy Knowles, and the AD of BCIS attended the 2016 Southeast Regional Meeting of the National Council of Space Grant Directors held September 28-30 in Lexington. She added that top leaders of NASA attended the meeting. <p>Professional Development</p> <ul style="list-style-type: none"> There were no updates reported. <p>Workgroup reports</p> <ul style="list-style-type: none"> It was reported that PIM would be meeting after the ALT meeting. It was noted that SDEM has been discussing placement tests. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> The VP of AWD announced that the Deans would be meeting with the ADs to talk about the things that are being done in the Divisions to address the 4 Annual Priorities and meet goals. Karen Mayo added that she had distributed the “AWD 2016-17 Priorities for Academic Excellence” by email. <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 reminded members that nominations for the All USA Academic Team are due to Linda Faul by Wednesday, October 5, 2016, at 4:30 p.m. <p>Academic Council</p> <ul style="list-style-type: none"> It was noted that the next meeting would be held on Friday, October 7, 2016. 	The VP of AWD reminded members that nominations for the All USA Academic Team are due to Linda Faul by Wednesday, October 5, 2016, at 4:30 p.m.
Woohoo Awards	<ul style="list-style-type: none"> Yasemin Congleton presented a Woohoo Award to Barbara Thomas for work in her new position in Academics and Workforce Development. The VP of AWD presented another Woohoo Award to Laura Lynch for her professional contributions and leadership 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. 3 Coordinators complete/delegate classroom observations 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>Oct. 10-11 Academic Holidays (Monday-Tuesday, Fall Break)</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 4:25 p.m.	
Next Meeting(s)	Tuesday, October 18, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Yasemin Congleton	