

Academics Leadership Team Meeting Minutes

Date: October 6, 2015 Time: 2:00 PM – 4:00 PM	Facilitator: Kevin Dunn Recorder: Luv Robertson
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Present: Tammy Liles, Kevin Dunn, Angie King, Susan Hayes, Greg Feeney, Debbie Holt, Jackie Wiseman, Melanie Williamson, Ben Worth, Rebecca Simms, Vicki Wilson, Pam Hatcher

Guests: IPRE Representative Mary Forbes, IPRE Representative Larry Iaquina

Agenda/Issue	Discussion	Action
Approval of Minutes from 9/29/15	Kevin opened the floor for approval of minutes from 9/29/15. <ul style="list-style-type: none"> Minutes were approved. 	
IPRE Guests	<p>Kevin opened the floor for discussion.</p> <p>Course evaluations process</p> <ul style="list-style-type: none"> The process is online each term and they are completed twice in the fall and spring and multiple times in the summer. IPRE controls the collection of what courses are participating, the content is handled by Academics. Permissions can be granted to whomever the division AD (Assistant Dean) or PC (Program Coordinator) believe should have access to the files. Requests should be issued to IPRE for approval. The process includes several departments. The course evaluation spreadsheet is sent to IT to make sure the right people are evaluating the right courses. Announcements (students and faculty) are sent by Connie Rine. The DOM's compile course lists and AD's verify the course lists and make sure that each course has been assigned a staff member. Team taught courses-nursing and allied health require special attention but the AD's and PC's are aware of how to handle these courses. For clinicals, a list of who is participating in clinicals must be submitted to Thomas to make sure that each area is covered and those participating in the evaluation process are evaluated. A member asked: "Do Coordinators see evaluations for their areas and AD's see all evaluations for all prefixes within their divisions?" <ul style="list-style-type: none"> IPRE Representative verified that the process is still the same. However, AD's were advised that if PC's have changed in their areas or if there are new PC's that need rights, these need to be sent to IPRE to grant the appropriate permissions. A member asked: "How big is the list that the DOM's receive?" <ul style="list-style-type: none"> IPRE Representative explained that about 90% of the information is pulled from PeopleSoft, so the process for the DOM's is very minimal. A member added that majority of the changes will be updated in PeopleSoft before the course evaluations are open. IPRE Representative emphasized that the importance of the process is to make sure that all courses that need to be evaluated are included and to make sure that all classes are included at each of the different sessions (8-week; 12-week). <p>Peer evaluations process</p> <ul style="list-style-type: none"> The process is faculty-driven and is a matter of collecting/assigning all of the faculty in your areas to appropriately for utilization of results. IPRE Representative advised AD's to make sure that each 	

	<p>DOM is updating the list to remove old coordinators and retirees and add new coordinators and new faculty.</p> <ul style="list-style-type: none"> • It implements the process in ITES. Faculty decide which questions will be asked, IPRE compiles the lists, and IT codes the evaluations. DOM's and AD's verify the list to make sure everyone is included. • This year, peer evaluations will mirror course evaluations. The process will be streamlined so it will be easier to access the results of the evaluations. • IPRE Representative verified that peer evaluations are used for the promotion process in Jan-Feb and are due in January. The results are used for the following year. <p>Program health reviews</p> <ul style="list-style-type: none"> • PHR's affect technical programs. In 2013, CPE added a statewide process and decided that BCTC would review annually in November AAS and diploma programs only. CPE reviews all AA/AS/AFA. There is extensive data gathered for this process by IPRE and posted in AIM. • CPE program reviews are on a 5-year cycle and are due in the spring. • The data is then sent to KCTCS to process and submit to CPE. Our internal process uses the Aim Process. • A member asked: "Are these program assessments internal for our benefits here at the college. Is it possible for us to consolidate these processes?" <ul style="list-style-type: none"> ○ IPRE Representative confirmed that there is a process that IPRE uses to streamline the process for PC's, AD's, Deans and the VP of Academics. The process has been distributed to ALT for review. The process is also detailed in the PHR document. ○ IPRE Representative will send out reviews to everyone required to add narrative and comments. ○ Currently there are no due dates. KCTCS will submit a schedule to let us know when each program is due on each date. PHR's are typically due between Feb-May. ○ IPRE Representative clarified that the Academic VP is the only one who can submit PHR's to Systems Office. <p>Survey calendar for 2015-16</p> <p>Alumni and employer surveys for tech programs</p> <ul style="list-style-type: none"> • Alumni surveys are a Perkins requirement and graduates must be out at least 6 months before they can be surveyed. The survey is now online. The response rate is very low when IPRE sends out the surveys. In the past, IPRE has found that the best way to handle this is to have the PC's send out the surveys to their students who have graduated. • IPRE typically sends 2-3 reminders. This is followed-up by phone calls to generate results. IPRE Representative added that these surveys are the best way to get employment data and program satisfaction outcomes. The survey focuses on where students are employed and their level of satisfaction with the education they received from BCTC. • This survey is used to assist CPE, Systems Office, and to meet accountability measures with KDE based on state funding. 	
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	<ul style="list-style-type: none"> • A member commented that many programs are externally accredited. “Is there a way we can communicate to our PC the importance of this survey and create a message that PC’s can send to their students to make sure they complete the surveys?” <ul style="list-style-type: none"> ○ IPRE Representative suggested that AD’s emphasize the importance of this survey to their PC’s. If there are programs that would like particular questions included, PC’s can send those questions to IPRE Representative. ○ AD’s were reminded that each link is individualized and specific to the program area, so creating communication to send to students would be a great idea, but each message must be specific to the outcomes of each division to make sure the college is getting valuable input. • A member suggested that we may be able to send this out through social media. IPRE will check with PIM to see how this can work in the future. • AD’s were reminded that program-level reports are sent to the PC’s with a copy to the AD. <p>Employer Surveys</p> <ul style="list-style-type: none"> • These surveys have been problematic for the college. The college has received very low responses for the past couple of years. • Only those who provide the permission to contact their employers are used so the numbers are really small. This year we had 60 which resulted in 17 responses overall. This is not enough data for us to produce meaningful results. IPRE Representative is open to suggestions to improve the process. The information is critical to the success rates of our technical programs. • A member asked: “If the PC’s complete these surveys, will this generate better results?” <ul style="list-style-type: none"> ○ IPRE Representative added that it may be possible to use the members from the Program Advisory Committees to get employers to respond. In the past, some programs have done their own surveys and have generated better results. ○ IPRE Representative advised AD’s to share this information with their PC’s and to send any suggestions or recommendations on ways to improve the process to her attention. ○ The surveys are conducted annually in March/April. • This year the following surveys will be conducted in addition to the ones discussed: <ul style="list-style-type: none"> ○ Graduating Survey-(Dec and May); CCSE survey-(Spring-pending approval from Systems Office);and the Work Climate-(Spring); <p>Other projects in IPRE</p> <ul style="list-style-type: none"> • Revision of student satisfaction survey: A spring team will be created to revise the questions and improve the survey to get better data. IPRE Representative asked the AD’s to identify people in their areas who will be good at serving on the workgroup. Please send those requests forward to IPRE. • IPRE Representative reminded ALT that IPRE is limited to what types of research projects they can do; but as long as AD’s inform IPRE of their needs, they should be able to accommodate their requests if they have the data readily available. • A member asked: “For data requests about new academics program proposals, do we submit these to ALT first for review or IPRE?” 	<p>AD’s will share in their division meetings the importance of the Alumni/Employer surveys and ask for any suggestions or recommendations on ways to improve the process at the college.</p>
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	<ul style="list-style-type: none"> ○ IPRE Representative advised ALT to submit these requests to the VP to review with the Deans to make sure that the requests that are being submitted are meaningful and will be used to produce valuable results for programs. ○ IPRE Representative requested that this process would be great to funnel all requests thorough ALT first to avoid unnecessary data requests. 	
Recurring Reports	<p>Kevin opened the floor for discussion.</p> <p>BRAC</p> <ul style="list-style-type: none"> ● ALT was informed that assigned divisions will be placed on the agenda. Divisions will be identified when they will be required to attend the meeting. ● The committee is still reviewing the recent requests and making sure that our processes are aligned with the charge of the committee. ● BRAC will not meet 10/16/15 because of Fall Break. ● AD's were advised to send any feedback to the BRAC Representative for review and to submit before the committee. 	
Work Group Reports	<p>Kevin opened the floor for discussion.</p> <p>Workgroups</p> <ul style="list-style-type: none"> ● SDEM will meet on 10/8/15. Please submit all requests/suggestions to the SDEM Representative. ● PIM met at 1 on 10/6/15. The committee reviewed things done over the summer to promote programs. This summer there were three rounds of digital ad campaigns done. The ad campaigns focus on programs that don't require selective admissions. <ul style="list-style-type: none"> ○ Program brochures have been designed for each program. PC's are required to submit their information card to PIM so program cards can be completed for each program. The PIM representative shared with ALT that the cost of the brochures are very cost-effective and allow us to effectively promote our programs. The PIM representative reminded AD's to remind their PC's to turn their information seats into Sarah. ○ Currently, PIM is working on photos for the AMT, Workforce Development, and Allied Health programs. ○ Every Wednesday there is an announcement that goes out to students to remind them of student updates and opportunities within the college. Program area announcements are tied to the updates and can be submitted through ITES. <p>LET</p> <ul style="list-style-type: none"> ● No meeting 10/6/15 or 10/13/15. 	
Class Scheduling (see attachment)	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> ● Opening Escrowed Sections (all semesters) was distributed to ALT for review. ALT took a moment to review the document: ● ALT agreed as a whole to think about the process. ● A member added that the intent of the process is to make sure that we are much quicker in opening and filling escrowed sections. ● The document will be sent electronically to ALT and AD's will have an opportunity to discuss how the process will impact their escrowed sections with their areas and report back to ALT. 	This will be tabled and discussed at another date.

Starfish	<p>Kevin opened the floor for discussion.</p> <p>Updated Starfish Announcement</p> <ul style="list-style-type: none"> • The second announcement survey will open Monday, 10/12/15. • The announcement has been shared with SDEM. • The goal of the email will be short and will encourage faculty to keep students engaged in the class and finish out the semester. • The Starfish Announcement was shared with ALT (please review attached document) and the floor was opened for discussion and suggestions regarding the language contained in the email correspondence. • ALT agreed that the Starfish Announcement was a great idea. • A member added that when students are informed sooner than later about their academic progress they are more likely to get back on track and be retained. • A member suggested that the wording in the document regarding the tutoring center should be revised to reflect something along the lines of: “using tutoring center services” versus just “visiting the tutoring center.” The correction will be made to the document. • Any additional suggestions, please forward to the STARFISH Representative. <p>First Round Survey</p> <ul style="list-style-type: none"> • Responses were very low: • Dr. Krause reached out to Distance Learning regarding the results. • A member added that the language used for the purpose of the survey is to identify at-risk students (if there are no at-risk students, survey does not need to be completed); secondly, majority of the fall classes have not been completed yet and are not included in the most recent survey. • A member added that these reasons greatly attribute to the first round survey results. • A member added that ALT should discuss this issue with their PC’s to make sure that they are making sure their Academic Advisors are appropriately flagging students and making sure surveys are being completed for those students. • A member informed ALT that when a flag is raised, it is sent to every advisor, instructors, Dorita, and any other individuals listed in their network (Special groups are included like OMC and ESL as well). • A member suggested that it would be a good idea to hire A RTT4 representative for the college that could handle this process to ensure its effectiveness. • The AD’s agreed that a more systematic approach needs to be developed so the college can better address the needs of at-risk students at the college. • A member clarified with ALT that the “Raise your Hand” feature allows students to flag themselves. • ALT agreed as whole that this issue needs to be discussed furthered with the SDEM work group. 	<p>The STARFISH Representative will follow-up with Dr. Krause to explain the process and how it benefits our students at BCTC.</p> <p>VP will present the Starfish process to LET for feedback on ways to more efficiently manage the process and will speak directly with SDEM to get their feedback regarding the process. VP will report back to ALT.</p>
Developing New Blended Courses	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> • This summer, some new classes, specifically blended 12-week courses, were developed by current faculty and they were paid to develop these courses. 	<p>AD’s will meet with their PC’s to see if there is any interest in their areas and will report back to ALT.</p>

	<ul style="list-style-type: none"> • A member stated that over the past couple of years, there have been numerous faculty members interested in being instructional designers at BCTC. There are some faculty that are interested in doing some instructional design for the 12-week spring session. • A member added that currently, Connie, Marcia, and Karman have a background in instructional design and could assist with designing a majority of these course. • A member asked: “How can we handle this moving forward; considering pay structure, courses we need built, and content?” <ul style="list-style-type: none"> ○ A member responded that the college does not currently have an instructional designer. We could use a faculty designer to assist faculty with this, especially with programs such as FYE. ○ A member stated that the issue we may face is that there are some faculty that will not be willing to pass on their content to have their courses designed. • A member added that when designing courses, objectives must be established for the role and it is important to make sure certain qualifiers are included before we invest in this commitment. As a college, we have to also consider how this may affect budget lines and funding for these requests. • A member asked: “When would be a good time to look at funds to cover these requests?” <ul style="list-style-type: none"> ○ A member suggested it would be important to identify courses and see how many people are interested in designing courses for the spring before we start looking for funds to cover these expenses. • A member added that offering this option to faculty is a great idea because it will allow us to possibly add more variety in course offerings during the 12 week sessions. This may also open doors for the college to offer more upper level courses for visiting and transfer students. 	
Vacancies	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> • There are currently four vacancies in Academics: OST, MIT, MATH, and Nurse Aide-all effective end of fall term. • Discussion was held regarding working on a plan to re-fill vacancies. AD’s were advised to continue to submit proposal requests to re-fill these vacancies directly to the VP. Further discussion will be held between the VP and the Deans once the proposals are received. The Dean’s group will discuss and present back to ALT. <ul style="list-style-type: none"> ○ ALT agreed as a whole to submit proposals by next Wednesday, October 14, at noon. Key points to include: justify the need and when the need is required. • A member suggested that it is important to look at what positions we need to make sure we are meeting the needs of the college. • A member added that it may be possible to move existing lines and place them in new programs to make sure we are efficiently utilizing all funding in Academics. 	
Elimination of “Work Off-Site Policy/Guidelines” (see attachment)	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> • Discussion was held regarding the establishment of a guideline for this policy. • The Dean’s group discussed with Dr. Julian how many individuals are currently working off-site. • A member verified that academics only has 2 individuals that fall under this guideline. • Per the discussion with Dr. Julian, it was shared with ALT that it has been determined that all one-year terms will end effective end of fall term and they will be required to return to campus. 	This policy will be suspended for next year. Please share this with your divisions.

	<ul style="list-style-type: none"> • A member asked: “What prompted this decision?” <ul style="list-style-type: none"> ○ A member responded that generally, they are on-site periodically, but this is to address those who are off-site and are not meeting their office hours, advising load, or mentoring responsibilities. ○ A member added that the college needs more faculty on campus to do more face-to-face courses. 	
<p>Clarification of 12 month Faculty Teaching Load (see attachment)</p>	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> • The document was shared with ALT. Section I: Position Responsibilities-12-month Instructional Faculty, bullet 1 was discussed. • A member asked: “How do you calculate pay for FT Technical Faculty who have already met their teaching load and are required to teach courses during the summer term?” • A member suggested that we also review what their job responsibilities are during the summer as well. 	<p>ALT agreed to table this discussion.</p> <p>AD’s will bring information regarding summer hours to present to ALT and the process that they have used in the past to share with the group regarding how they handle 12-month faculty overloads during the summer.</p>
<p>Additions to Agenda.</p>	<p>Kevin opened the floor for discussion.</p> <ul style="list-style-type: none"> • ALT Congratulated Dr. Feeney for being a finalist for the VP position. AD’s were reminded to do everything they could to make sure every area is represented at the forums, please encourage everyone to attend. There will be events at Cooper and Leestown that are open to Faculty and Staff. <ul style="list-style-type: none"> ○ A member added that if there is ever an opportunity that arises that ALT would like to discuss the candidates, it would be appropriate to remove any candidates from the discussion to avoid any bias during the process. ALT agreed. • It was suggested that “Good news” be included as a standing agenda item. <p>Good News</p> <ul style="list-style-type: none"> • Stefanie Fitch received a phone call from ESPN wanting her students to work for several games. 5-6 students will be recruited to assist at games in various roles. • Paul Blankenship has been named Vice Chancellor at KCTCS. • Kevin Jensen will be representing BCTC at the KY Solar Energy Home Tour and will be sharing our program about alternative energy at the Leestown campus during the tour. The tour will include visits to homes in Lexington that use solar energy and how these homes contribute to energy use in Kentucky. <p>Priority Advising</p> <ul style="list-style-type: none"> • Several faculty still do not have advising hours in starfish. Make sure that your faculty have advising hours in Starfish and remind faculty they are not to send their students to the advising and assessment center. AD’s have been granted access in Starfish to view their advisors’ hours and requirements. Rebecca will email Yasemin and Pam to grant permission to any AD’s who do not currently have access. 	

	<p>VP Search Update</p> <ul style="list-style-type: none"> • Forums will be open for Faculty and Staff on the following dates at Cooper (9:45 a.m.) and Leestown Conference Center (2:00 p.m.): <ul style="list-style-type: none"> ○ Tuesday, October 20th; Monday, October 26th; Tuesday, October 27th; Wednesday, October 28th; and Friday, October 30th. • There is specified time carved out for ALT to meet with each candidate. ALT will meet as scheduled on October 20th and October 27th. 	
Upcoming Deadlines	<p>October</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> <p>Oct. 15-16 Academic Holidays (Thursday-Friday Fall Break).</p> <p>Oct. 15-16 Fall II 8-Week registration continues only for faculty-approved classes.</p> <p>Oct. 20 Deans and Vicki Partin submit Fall 2016 space allocation and class schedule recommendations to the ALT.</p> <p>Oct. 23 Division meetings.</p> <p>Oct. 23 All Fall II syllabi are to be filed on the server.</p>	
Adjournment	Meeting adjourned at 3:50 p.m.	
Next Meeting	October 13 th , 2 p.m. at Newtown Campus.	