

Academics Leadership Team Meeting Minutes

Date: October 13, 2015 Time: 2:00 PM–4:00 PM	Facilitator: Rebecca Simms 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:

Agenda/Issue	Discussion	Action
Approval of Minutes from 10/6/15	Rebecca opened the floor for approval of minutes from 10/6/15. <ul style="list-style-type: none"> • Minutes were approved. 	
Old Business	Rebecca opened the floor for discussion. Class Scheduling, Opening Escrowed Courses ALT discussed the process and approved the document. 12-month Faculty Teach Load <ul style="list-style-type: none"> • A sample schedule was distributed to ALT for review. • ALT reviewed the process for what typically happens during a regular term. • During the discussion, ALT decided on the following: • Since each situation and rate of pay will vary based on the division; ALT decided to look at what is happening in each area and develop a procedure to maintain consistency across the board. 	The document will be shared with the class scheduling coordinator for review and will be posted on the website under the class scheduling section. VP advised ALT to submit by next Wednesday, October 21 st the rate for adjuncts per contact hour used in their division. VP will review with the Deans. After review of the contact hours, a proposed policy will be presented to ALT to review and discuss.
Recurring Reports	Rebecca opened the floor for discussion. Good News <ul style="list-style-type: none"> • Clark County Adult Ed ranked #25 in KY for achieving academic performance. There are 125 adult Ed programs in the state. Information is reviewed quarterly. • Fall Break is Thursday and Friday. BRAC <ul style="list-style-type: none"> • There were no updates. Workgroups <ul style="list-style-type: none"> • There were no updates. LET <ul style="list-style-type: none"> • There were no updates. 	

<p>New Academic Program Proposal Form</p>	<p>Rebecca opened the floor for discussion. (Please refer to handouts)</p> <p>New Expanded Program Proposal Form</p> <ul style="list-style-type: none"> • Developed and reviewed by the Deans to have faculty use if they want to propose a new program or expand a program they are teaching. The goal is to post on the web so the form can be submitted electronically. • The form is used to help make a determination as to whether a program is viable and worth funding. • ALT was advised to inform their PC's and faculty interested in using the form not to make a formal data request to IPRE to support their proposals until the Deans have agreed that a formal data requests needs to be made. • ALT decided as a group that this form is for BCTC to use internally if we are interested in adopting new programs and is completely separate from what KCTCS and their curriculum committee may be doing. <ul style="list-style-type: none"> ○ This process is important because we have received numerous requests to start new programs and we want to provide faculty with a fair, consistent process to understand the importance of how programs are proposed at the state level. We want to make sure we are moving forward and addressing these requests as a college so we can prioritize these requests and effectively develop new curriculum. • ALT discussed the document and recommendations and suggestions were presented. • A member added that we need to be innovative and make sure we are meeting the high demands of both students and faculty. <p>Process</p> <ul style="list-style-type: none"> • A process has been created to develop or expand new BCTC programs. • The process involves three steps to determine if the program will move forward for approval or denial. • A suggestion was made that the document must be submitted by the AD. • Proposals will be reviewed with Deans once proposals have been received. • ALT was advised to submit any additional requests for revisions/additions to the Dean of Academic Support. 	<p>The Dean of Academic Support will make the requested revisions and additions to the document. Document will be posted to the Faculty Resources webpage.</p>
<p>Travel Reimbursement Process</p>	<p>Rebecca opened the floor for discussion.</p> <ul style="list-style-type: none"> • Several issues have surfaced regarding paying adjuncts to teach at regional campuses. The issue that has surfaced is that when chart fields are entered from other areas they do not have the right to review and approve the reimbursement. • There is a time frame that has to be met in order for individuals submitting requests to get paid and the current process with the approval feature at different levels makes the process even more difficult because the reviewer has to do the budget check before the requests can be approved at the next level. • A member shared with ALT that there is a form that can be filled out to assist with the travel approval process in PeopleSoft. The form ensures that the charge is allocated to the appropriate chart string. 	<p>The Dean of Workforce Development will share the document with ALT to approve the use of other departmental budgets to cover travel outside their areas.</p>

<p>Process for Identifying Faculty Member-at-Large for Programs with Selective Admissions Committees</p>	<p>Rebecca opened the floor for discussion.</p> <ul style="list-style-type: none"> • The committee list this year did not include every committee. • The President’s Office has recommended academics to maintain all of the committees for programs with selective admissions from here on. • This applies mainly to everyone with selective admissions committees. The guidelines to appoint faculty to serve are listed in the BCTC Rules of the Faculty. • ALT discussed the current process to identify faculty to serve on these committees. <ul style="list-style-type: none"> ○ A member suggested that many divisions ask their coordinators if they would be interested in serving on the committees or identify individuals who will be eligible to serve. • VP of Academics advised ALT that the list will be maintained in Academics, so it is very important that we identify these representatives as soon as possible to make sure the list is up-to-date and available for the college to access. 	<p>ALT was advised to send names to VP of Academics to identify faculty members at large to serve on the committees.</p>
<p>Additions to Agenda</p>	<p>Rebecca opened the floor for discussion.</p> <p>Campus Drills</p> <ul style="list-style-type: none"> • ALT suggested that in the future, faculty and staff should be identified when a campus drill will take place. • It was suggested that ALT prescribed to security appropriate dates and/or weeks that will work with the academic calendar to avoid conflicts with exams and testing taking place in other areas like workforce or the testing center. • A member suggested to schedule the drills the second or third week of the semester and that the VP of academics should be notified. The VP can distribute notice to ALT to share with faculty in their areas. <p>Medical Terminology Proposal</p> <ul style="list-style-type: none"> • 3 courses offered at BCTC and transfer to Kentucky public universities. • Proposal was created to be more efficient with college resources that are offered at the college. <p>Scholarships/Grants</p> <ul style="list-style-type: none"> • ALT agreed to invite Laurel Martin to come speak with group to discuss scholarships and grant processes at BCTC. A member suggested to include the process the college is using to expedite scholarships to students sooner. <p>Blended Courses-Compensation</p> <ul style="list-style-type: none"> • Courses will be identified and will be presented to VP for review. • ALT agreed to table this item until October 27th. • AD’s were advised to check with their areas to see how this process may affect blended course offerings in their areas. <p>Proctoring for online final exams</p> <ul style="list-style-type: none"> • Request was made to change the course meet location from Newtown North 108 to reflect the actual address of Newtown North 690 to eliminate confusion with students in the online scheduling module. • A member added that by spring, distance learning is working on consolidating all proctoring to Leestown to better serve the Lexington area. 	<p>ALT was advised to review Medical Terminology Proposal and bring suggestions back to ALT next Tuesday, October 20th for further discussion.</p>

Upcoming Deadlines	<p>October</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 3:55 p.m.	
Next Meeting	October 20 th , 2 p.m. at Newtown Campus.	