

Academics Leadership Team Meeting Minutes		
Date: October 18, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Yasemine Congleton Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): Sarah Galvin, Keyla Vance		
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 “6 Things Great Leaders Do Differently.” Then members discussed their perspectives on the article. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of Math and Statistics asked members for suggestions for the upcoming Coordinator training. The AD of Allied Health and Natural Sciences discussed the BCTC Key Policy and the Temporary Signs Policy that Cindy McDonald sent to ALT by email. 	
Approval of ALT Minutes from 10/04/16	<ul style="list-style-type: none"> Minutes from the meeting held on 10/04/16 were tabled until the next meeting. 	
Follow-up from previous ALT Minutes	<p>Required Violence Against Women Act (VAWA) Training – “It’s On Us Campaign” (Greg)</p> <ul style="list-style-type: none"> There was a discussion about the required Violence Against Women Act (VAWA) Training – “It’s On Us Campaign” and the notification provided. <p>Promotion Committees – Invite Ryan Kelly to an Upcoming Meeting</p> <ul style="list-style-type: none"> The VP of AWD reported that he is making arrangements for Ryan Kelly to meet with ALT. <p>Multi-State Collaborative Project</p> <ul style="list-style-type: none"> The VP of AWD stated that Tracy Knowles is in the process of getting verification on the options for the Multi-State Collaborative Project, and she will provide that information to ALT. 	
International Students	<ul style="list-style-type: none"> Sarah Galvin, ESL Coordinator for BCTC, and Keyla Vance, BCTC’s Assistant Director of Admissions for International Student Services, gave an overview of their work with international students. They provided an opportunity for questions, and a discussion followed. When concluding their presentation, members requested that PD be provided on best practices for teaching international students. 	Members requested that PD be provided on best practices for teaching international students.
Marketing Update	<ul style="list-style-type: none"> The VP of AWD stated that he would provide a marketing update at an upcoming meeting. 	
Proctored Exams	<ul style="list-style-type: none"> Kevin Dunn gave an overview of the process and management of proctored exams, and a discussion followed. 	
Courses to Schedule Once a Year	<ul style="list-style-type: none"> Karen Mayo reported that Vicki Partin would review the data and update the list, and then courses to schedule once a year would be discussed at the next meeting. 	
Reminder: 2016 Fall Career Fair	<ul style="list-style-type: none"> The facilitator announced that the 2016 Fall Career Fair would be held on Thursday, October 20, 2016, at the Cooper Campus in the lobby of AT Building from 11:00 a.m. to 2:00 p.m. 	
Sign Manufacturing Day at Ruggles Sign	<ul style="list-style-type: none"> Laura Lynch announced that Sign Manufacturing Day at Ruggles Sign in Versailles is scheduled for Thursday, November 10, 2016. She requested that members provide the information to instructors and students who might be interested in attending the event. 	Sign Manufacturing Day at Ruggles Sign in Versailles is scheduled for Thursday, November 10, 2016.

Faculty Requests	<ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences inquired about the process for requesting additional faculty for her Division. The VP of AWD asked the ADs to prepare a list if they have requests for faculty. 	The VP of AWD asked the ADs to prepare a list if they have requests for faculty in their Divisions.
Syllabus Checklist	<ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences discussed items on the Syllabus Checklist, and a brief discussion followed. The VP of AWD suggested that syllabi include information that would facilitate better student success. The AD of BCIS suggested that syllabi include links to important documents for student reference. 	
Division Meetings – October 21, 2016	<ul style="list-style-type: none"> During a discussion about Division meetings scheduled for Friday, October 21, 2016, the meeting topics listed below were identified. <ul style="list-style-type: none"> Starfish Early Alert Manager Proctored Exams Coordinator Meeting – November 4, 2016 Assistant Dean positions for Advanced Manufacturing and Trades, Distance Learning, and Mathematics and Statistics Position for Faculty Advising Lead Changing Classroom Cultures Conference (CCCC) Dates – March 24 & 25, 2017 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> It was announced that Open Enrollment for 2017 has been scheduled for October 2016, and it was noted that information and dates are available on BCTC's Human Resources webpage. The Interim AD of Nursing noted that grants are available through the NSF. Members requested that a session on international students be included in the 2017 CCCC. Rob Knight will discuss upcoming moves with ALT on October 27, 2016 at Newtown. Karen Mayo announced that ASTRA Training for ALT would be held at the Newtown Campus on October 20, 2016 at 1:00 p.m. <p>Scheduled program updates</p> <ul style="list-style-type: none"> The AD of BCIS announced that the <i>Hour of Code</i> event would be held again on December 14, 2016 at the Newtown Campus. She added that JPMorgan Chase and AT & T representatives are scheduled to attend. In addition, she reported that CAE2Y cyber security certification is in process, and she gave a brief overview of it. She noted that work with Bryan Station High School is continuing, and she presented a miniature model of BCTC's Admissions Building. The AD of CHLSS reported that his Division is working on a pilot project that utilizes OneDrive to access and work on scheduling. The AD of Mathematics and Statistics announced that some are attending a regional conference. The Interim AD of AMT reported that six in his Division are going up for promotion. The AD of Workforce Solutions reported that her Division is working with the Lexington Police Department, Blue Grass Airport, and the Lexington-Fayette County Health Department. <p>Workgroup reports</p> <ul style="list-style-type: none"> There were no workgroup reports. 	<p>Open Enrollment for 2017 has been scheduled for October 2016. Information and dates are available on BCTC's Human Resources webpage.</p> <p>ASTRA Training for ALT will be held at the Newtown Campus on October 20, 2016 at 1:00 p.m.</p>
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> The Interim AD of Distance Learning stated that several topics were discussed in the last SDEM meeting that included Starfish, an advisor intake form within Starfish, Raise Your Hand, Wonderlic, 	

	<p>dropping classes through the Registrar after the last date to drop, and a drop down box for technology programs that is useful in advising.</p> <ul style="list-style-type: none"> • It was reported that the workgroup on Global Learners recently held a meeting at which problems were identified and solutions were suggested. • The AD of Allied Health and Natural Sciences provided information about faculty compensation for instruction of classes with low enrollment, and a discussion followed. • Karen Mayo will email the latest policy update on Faculty Compensation for Instruction of Classes with Low Enrollment to ALT for review. <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. 	<p>Karen Mayo will email the latest policy update on Faculty Compensation for Instruction of Classes with Low Enrollment to ALT for review.</p>
<p>LET/Academic Council Updates</p>	<p>LET</p> <ul style="list-style-type: none"> • The VP of AWD reported that he would be attending a CAO meeting on October 20, 2016. • The VP of AWD stated that BCTC’s final BRAC report would be discussed at the next ALT meeting. <p>Academic Council</p> <ul style="list-style-type: none"> • The next meeting has been scheduled for Friday, November 4, 2016. 	
<p>Woohoo Awards</p>	<ul style="list-style-type: none"> • Laura Lynch presented a Woohoo Award to Karen Mayo for setting a good example of leadership for those in a leadership role to follow. • Barbara Thomas gave the other Woohoo Award to Tammy Liles for arranging for a nationally recognized educator to provide PD at the 2017 Changing Classroom Cultures Conference. 	
<p>Upcoming Deadlines</p>	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>October</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> <p>November</p> <p>Nov. 1 President Julian sends official letters to solicit internal letters of evaluation for candidates; each candidate writes letters to <i>external</i> individuals asking them to submit letters of recommendation addressed to President Julian but sent to Beverly Drake or directly to the candidate</p> <p>Nov. 4 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Nov. 4 Division Assistant Dean Search Committees named and charged</p>	

	<p>Nov. 4 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Nov. 4 Sabbatical leave requests due to Assistant Deans (currently suspended)</p> <p>Nov. 8 Academic Holiday (Presidential Election)</p> <p>Nov. 9 Requests and recommendations for sabbatical due to Dean</p> <p>Nov. 10 ALT submits Fall 2017 room grids to Vicki Partin</p> <p>Nov. 15 Assistant Deans and Deans discuss sabbatical requests with ALT (currently suspended)</p> <p>Nov. 15 Academics web content review</p> <p>Nov. 15 ALT meta-analysis of Fall 2017 schedule of classes</p> <p>Nov. 18 Division meetings</p> <p>Nov. 22 ALT members submit completed Fall 2017 class schedule room grids for the Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft</p> <p>Nov. 22 Classes open for late registration (all Spring terms) due by Noon</p> <p>Nov. 23-27 Academic Holidays (Wednesday-Sunday, Thanksgiving Break)</p> <p>Nov. 28 Vicki Partin submits Fall 2017 schedule of classes to Registrar's Office</p> <p>Nov. 30 1st round cancellations/Spring schedule adjustments</p> <p>Nov. 30 Technical program coordinators and coordinators of other programs required to participate in the PHR process submit Program Health Review to Assistant Deans and Deans</p>	
Adjournment	Meeting was adjourned at 4:15 p.m.	
Next Meeting(s)	Tuesday, Nov. 1, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Laura Lynch	