

Academics Leadership Team Meeting Minutes		
Date: October 20, 2015 Time: 1:30 PM–3:15 PM		Facilitator: Tri Roberts Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Debbie Holt, Jackie Wiseman, Rebecca Simms, Vicki Wilson, Pam Hatcher, Ben Worth		
Guests:		
Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 10/13/15	Tri opened the floor for approval of minutes from 10/13/15. <ul style="list-style-type: none"> Minutes were approved. 	
Old Business	<p>Tri opened the floor for discussion.</p> <p>Adjunct Pay Scale by Division/Area</p> <ul style="list-style-type: none"> ALT has provided the VP of Academics with information concerning those divisions that this may affect. <p>Medical Terminology Course Offerings</p> <ul style="list-style-type: none"> ALT discussed that the group will go back and review the criteria to make sure it is current and up-to-date. A member added that it is important to review the criteria for highly-automated classes because in the past they have proven not to be conducive to the online learning environment. A member suggested that we have to make sure that the instructional materials used for the courses are ADA compliant as well. ALT suggested that the Distance Learning Representative tie in the GEN ED competency as part of the criteria and review the automated policy. Once the courses and criteria have been reviewed, a decision will be presented to ALT to for further discussion. A member suggested that an instructional designer would be a great benefit to the college when situations like this arrive to review courses and criteria. The Dean of Workforce Development will speak with our Grant Representative to see if there are possible grants to fund this type of position. <ul style="list-style-type: none"> A member suggested that a self-study that evaluated each course/instructor would be a great way to build an argument to support the need for an instructional designer in high need areas. <p>Reminder—List of 12 week blended courses by 10/27/15</p> <ul style="list-style-type: none"> ALT has received a list of recommendations to identify courses and individuals who would be interested in developing 12 week blended courses during the spring/summer semesters. The Distance Learning Representative will create a schedule to notify individuals selected when meetings and trainings will take place. The meetings are a requirement in order to participate in the 12 week blended courses. <p>Need Members-at-Large for Selective Admission Committees</p> <ul style="list-style-type: none"> VP of Academics advised ALT to work on recruiting committee members and send those names forward for review. Committee list will be housed in Academics. 	<p>Adjunct Pay Scale The Deans will meet with the VP of AWD and review the documents. This topic will be discussed at a later date.</p> <p>Medical Terminology ALT agreed as a whole to grant access to the VP to review all of the sections of Med Tech to see if the sections under this program should be classified as highly-automated courses.</p> <p>The Distance Learning Representative will present to the group at our ALT meeting on October 27th a draft process of a more systematic rubric checklist for online classes.</p>

Recurring Reports	<p>Tri opened the floor for discussion.</p> <p>Good News</p> <ul style="list-style-type: none"> • Nursing testimonial: Julia Voss from student records commented the Nursing Department on the outstanding training of their nursing students and the level of commitment their instructors give to their students. Recently, she visited the ER and had the opportunity to see four former BCTC students who were working in the ER. Julia commented that they were doing a phenomenal job and she was very impressed with their professionalism and payoff of their hard work here at BCTC. <p>BRAC Report</p> <ul style="list-style-type: none"> • Committee did not meet last Friday. Members will attend division meetings this Friday, October 23. • ALT discussed how individuals will be selected to attend those meetings. BRAC representative will send the list to ALT to inform them of who has been selected to attend the meetings. • ALT discussed the reporting out process for the BRAC committee. The BRAC representative shared with the group that the charge states they responsible for gathering information on current and past processes at the college, sharing ideas from faculty and staff, and reviewing the committees work from 4-5 years ago. The committees' purpose is to make suggestions/revisions to the previous reports and see how new suggestions/recommendations align with the college's strategic initiatives plan. The committee reports to LET quarterly. <p>Workgroup Reports</p> <ul style="list-style-type: none"> • PIM workgroup is focusing on promoting more marketing efforts at the systems level. • Theatre and CMM have received their new marketing program flyers. • SDEM workgroup meets this Thursday, October, 22nd. <p>LET Report</p> <ul style="list-style-type: none"> • LET did not meet. No report. <p>VP Search</p> <ul style="list-style-type: none"> • The process is underway and the first candidate, Dr. Melvin Hawkins visited our campus today to participate in the college forums and interview process. • We will have four additional candidates next week. Tri advised ALT to make sure they are making a point to attend the forums and continue to encourage faculty to attend as well. Turn out at these events is very important. This is a very important leadership role in the college and your feedback and participation in the forums plays an important role in selecting the next VP of AWD. 	
Faculty Credentials	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • Credentials will be moved into On Base per the request of HR. • A local archive will be created to house credentials that HR can transfer into OnBase. • A repository will be created for AD's to review credentials online and verify credentials. • ALT recommended to create the process in SharePoint for accessibility. • The process is still being developed and will be presented to ALT once the process is complete. 	

Additions to Agenda	<p>Tri opened the floor for discussion.</p> <p>Sabbaticals (half-year, full-year, or either)</p> <ul style="list-style-type: none"> • Sabbaticals are due to AD's by November 6th this year per the Academic Calendar. November 10th, any requests submitted are due to the Dean's. November 17th a discussion will be held with ALT regarding the requests. • The VP of Academics and the Deans will review everyone who has submitted a request. • ALT decided that half-time full pay sabbaticals will not be approved; only full-time sabbatical leave is eligible for review. All sabbatical requests have to be approved before the leave begins. <p>Furniture requests for Leestown Campus</p> <ul style="list-style-type: none"> • VP of Academics will discuss this issue with the VP of Operations and will provide a report back to ALT. <p>Division Meeting Topics</p> <ul style="list-style-type: none"> • AD's plan to discuss the following topics at their division meetings on Friday, October 23, 2015: <ul style="list-style-type: none"> ○ BRAC; ○ Advising; ○ VP search; ○ Sabbaticals; ○ Community Day; and, ○ Reminder to Program Coordinators to work with PIM to get out program flyers. 	
Upcoming Deadlines	<p>October</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> <p>November</p> <p>Nov. 3 President Julian sends official letters to solicit internal letters of evaluation for candidates; each candidate writes letters to external 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. 6 Faculty Council meeting 1:30-3:30, Newtown Campus.</p> <p>Nov. 6 Division Assistant Dean Search Committees named and charged.</p> <p>Nov. 6 Coordinator Meeting 10:00-Noon, Newtown Campus.</p> <p>Nov. 6 Sabbatical leave requests due to Assistant Deans.</p> <p>Nov. 10 Requests and recommendations for sabbatical due to Dean.</p> <p>Nov. 17 Assistant Deans and Deans discuss sabbatical requests with ALT.</p> <p>Nov. 17 Academics web content review.</p>	
Adjournment	Meeting adjourned at 3:15 p.m.	
Next Meeting	October 27 th , 1:15 p.m. at Newtown Campus.	