

<b>Academics Leadership Team Meeting Minutes</b>		
Date: October 25, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Greg Feeney Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): Ryan Kelly		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome	<ul style="list-style-type: none"> <li>Members were welcomed to the meeting.</li> </ul>	
Leadership Highlight	<ul style="list-style-type: none"> <li>The facilitator requested that members share something they have learned this semester or something that is a critical element of their role. In response, members shared their views on the importance of good communication and leadership.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>Jackie Wiseman requested that members let her know additional topics that should be included in the Coordinator training that will be held on November 4, 2016.</li> </ul>	Jackie Wiseman requested that members let her know additional topics that should be included in the Coordinator training that will be held on November 4, 2016.
Approval of ALT Minutes from 10/04/16	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 10/04/16 were approved.</li> </ul>	
Follow-up from previous ALT Minutes	<p><b>Division Meetings – October 21, 2016</b></p> <ul style="list-style-type: none"> <li>It was reported that several topics were discussed in the Division meetings which included proctored exams, student evaluation of instruction, open enrollment, and the need for PD on best practices for teaching international students.</li> </ul>	
Promotion Committee	<ul style="list-style-type: none"> <li>Ryan Kelly, BCTC's Promotion Committee Chair, gave an overview of the promotion process for 2016-2017 academic year. He noted that Connie Rine has been instrumental in getting everything set up in SharePoint for the process. In his overview, he included information about documentation and noted the importance of it being clear and succinct. He added that letters from ADs are sometimes needed to explain such things as gaps and PPE percentages. Then he provided an opportunity for questions. In response to a comment about not being able to count PRN training as PD, the consensus of ALT was to count it as PD. The AD of BCIS said she would check with System Office about it. Ryan said he would revise the PowerPoint for promotion training afterwards.</li> <li>The VP of AWD suggested that a more holistic approach to PRN documentation, which includes explanations detailed in one's PPE, is a good way to provide important information to the committee. He noted that ADs support faculty through the promotion process.</li> </ul>	
Potential Online Courses	<ul style="list-style-type: none"> <li>Kevin Dunn presented a data report on BCTC students taking online classes at other colleges during the Fall 2016 semester, and a discussion followed.</li> </ul>	
Courses to Schedule Once a Year	<ul style="list-style-type: none"> <li>Dean Karen Mayo gave a brief update on courses to schedule once a year.</li> </ul>	
Update – Faculty Compensation for Instruction of Classes with Low Enrollment	<ul style="list-style-type: none"> <li>Dean Mayo presented the updates that were made to the policy on Faculty Compensation for Instruction of Classes with Low Enrollment while she reviewed it with the AD of Allied Health and Natural Sciences and the AD of BCIS. A discussion followed her presentation.</li> </ul>	

	<ul style="list-style-type: none"> <li>Then a motion was made for ALT to approve the revised policy on Faculty Compensation for Instruction of Classes with Low Enrollment and make it effective January 2017. The motion passed. The VP of AWD thanked Dean Mayo, the AD of Allied Health and Natural Sciences, and the AD of BCIS for their work on updating the policy and stated that an email would be sent to ALT when the revised policy is posted.</li> </ul>	
Budget Review Advisory Committee Final Report – June 2016	<ul style="list-style-type: none"> <li>The VP of AWD provided an overview of the Budget Review Advisory Committee Final Report – June 2016. The consensus of the group was to leave it on the ALT agenda.</li> </ul>	The consensus of the group was to leave the Budget Review Advisory Committee Final Report – June 2016 on the ALT agenda.
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The AD of BCIS reported that Bryan Station High School presented Cindy Tucker an award for serving on their advisory board and working with their Information Technology Academy.</li> <li>The Dean of Academic Support noted that BCTC’s work with Bryan Station’s Information Technology Academy was used as an example of a Career Academy in a meeting she attended.</li> <li>In addition, the Dean of Academic Support reported that Anderson County was recently listed in the state’s top 20 adult education programs showing level gains.</li> <li>The Dean of Workforce Development announced that she would be attending the KAM Awards Luncheon on October 28, 2016.</li> <li>In addition, the Dean of Workforce Development reported that two administrative positions have been posted for the new Georgetown Campus.</li> <li>The Interim AD of AMT reported that he continues to help with hosting groups that visit the new Georgetown Campus.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>The AD of Allied Health and Natural Sciences reported that BCTC’s Medical Assisting Program at Winchester received three scholarships from Clark Regional Medical Center and consideration is being given to awarding a former Med Tech student with a full scholarship.</li> <li>Also, the AD of Allied Health and Natural Sciences reported that one of Tracy Knowles’ students would be featured in one of NASA’s promotional videos.</li> <li>The Dean of Workforce Development reported that AMT students and faculty have been included in a video showing the collaboration with Toyota, and it may be featured in <i>Time</i> and <i>Fortune</i>.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>ASTRA training was held on PD</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul>	
Goal Progress	<p><b>4 Annual Priorities</b></p> <ul style="list-style-type: none"> <li>The AWD Goals report included information about the 4 Annual Priorities.</li> </ul> <p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>The AWD Goals report included information about the Strategic Plan.</li> </ul> <p><b>AWD Goals</b></p> <ul style="list-style-type: none"> <li>Dean Karen Mayo and the ADs in her area presented a comprehensive report to date on the progress being made toward meeting the goals identified in the AWD 2016-17 Priorities for Academic</li> </ul>	

	<p>Excellence and on the activities/results toward meeting the specific objectives outlined in the 4 Annual Priorities for 2016-17 and the Strategic Plan. The VP of AWD commended Dean Mayo and the ADs on the report and the progress Academics and Workforce Development is making toward meeting its goals and objectives for 2016-17.</p> <p><b>SEM Plan</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>• The VP of AWD gave a report on the CAO meeting that was held on October 20, 2016. He talked about KCTCS Learn on Demand online classes and how they serve student needs, and he discussed Performance Assessment Network (PAN) Testing.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>• The next meeting has been scheduled for Friday, November 4, 2016.</li> </ul>	
Woohoo Awards	<ul style="list-style-type: none"> <li>• Karen Mayo presented one of the Woohoo Awards to Angie King for taking on a Coordinator role and teaching classes at Lawrenceburg while serving as an AD.</li> <li>• Tammy Liles gave the other Woohoo Award to Yasemin Congleton for fulfilling the responsibilities of her new AD role.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>October</b> Oct. 28                    All Fall II syllabi are to be filed on the server</p> <p><b>November</b> 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 Commitees 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><b>Nov. 8                    Academic Holiday (Presidential Election)</b></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>	

	Nov. 22 Classes open for late registration (all Spring terms) due by Noon <b>Nov. 23-27 Academic Holidays (Wednesday-Sunday, Thanksgiving Break)</b> Nov. 28 Vicki Partin submits Fall 2017 schedule of classes to Registrar's Office Nov. 30 1st round cancellations/Spring schedule adjustments Nov. 30 Technical program coordinators and coordinators of other programs required to participate in the PHR process submit Program Health Reviews to Assistant Deans and Deans	
Adjournment	Meeting was adjourned at 4:45 p.m.	
Next Meeting(s)	Tuesday, November 1, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Laura Lynch	