

<i>Academics Leadership Team Meeting Minutes</i>		
Date: October 27, 2015 Time: 1:30 PM–3:40 PM		Facilitator: Tri Roberts Recorder: Luv Robertson
Present: Tammy Liles, Kevin Dunn, Susan Hayes, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Pam Hatcher, Ben Worth, Angie King		
Guests: Kevin Hopper		
Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 10/20/15	Tri opened the floor for approval of minutes from 10/20/15. • Minutes were approved.	
Graduation May 2016	Tri opened the floor for discussion. • Committee met in October to discuss the date and venue. • Date has not yet been determined but the committee is strongly considering the second Sunday in May. This day fall on Mother’s Day. • Venue selections discussed were Frankfort Convention Center, Rupp Arena and ALLTECH Arena at the horse park. The committee is considering Rupp Arena as the college’s first choice and Frankfort Convention Center as the second choice. The committee plans to meet with Rupp Arena to discuss cost options later this month. • A list of speakers have been presented to the President for review to select the commencement speaker.	Graduation Committee Representative will provide a report to VP of Academics regarding any additional decisions made. VP of Academics will report back to ALT.
Recurring Reports	Tri opened the floor for discussion. Good News • Tracy Knowles has been selected from BCTC to participate in the CPE Faculty Fellows program. • Radiography has been re-accredited for 8 years. AHNS is looking forward to growing the program and increasing enrollment. • Solar energy podcasts have been released showing Kevin Jensen interacting in the Kentucky Solar Energy Home Tour. The Distance Learning Representative will share the links to view the podcasts with ALT. • 2 applicants have applied for the ADN position in Lawrenceburg. Search committee is preparing to interview candidates. The committee is planning to have a candidate selected by spring 2016. BRAC Report • First round of division meetings were attended last Friday, October 23 rd with CHLSS, MS and Humanities. Committee members agreed that the meetings went really well. Everyone was very participative and provided great feedback. • The committee will meet again November 6 th .	

	<p>Workgroup Reports</p> <ul style="list-style-type: none"> • PIM did not meet. No report. • SDEM workgroup met last Thursday, October 22nd. A list of topics were generated to review regarding faculty and student issues across campuses. The committee is moving forward on working with Academic Computing Services to get a list of courses and late registration requests. <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 forums are going very well. We will conclude our forums this week with our last candidate on Friday, October 30th. • After the interview forums are over, the committee plans on selecting a candidate within three weeks, maybe sooner. 	
Newtown Campus Open Computer Lab	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • Options have been reviewed for an open computer lab. The room is now located in Rm 304. The LRC and other places have been reviewed but some issues have been presented regarding costs. After a review of possible areas, 012 in the lower level of the NCB is our best option regarding computer connectivity, switches, and wiring. Selecting this area allows us not to take designated classroom areas and more effectively and efficiently utilize campus space. • The goal is to have this lab open for use in spring 2016. • RM 106, 223, 304 will be available as open classroom space on the Newtown Campus once the open computer labs have been established. • The purpose of this process is to provide open lab space for Faculty and Staff use. 	VP of Academics will work with IT to begin the process of room set-up, computer connectivity, wiring, and switch allocations.
Adjunct Faculty September Pay Check Discussion	<p>Tri opened the floor for discussion.</p> <ul style="list-style-type: none"> • This topic was discussed in Faculty Council and presented to ALT for review. The VP of Academics spoke with representatives from JCTC regarding their adjunct pay dates. JCTC shared with BCTC that they are able to pay their adjuncts starting on 9/15 as long as contracts are received and processed in PeopleSoft/Systems Office by 8/24. Any contracts that are not received are not eligible for pay until 9/30. • A member asked: “What is the turn-around for DOM’s and HR to process contracts?” • A member suggested that all DOM’s currently have two weeks prior to classes beginning to work on contracts. This would not pose an issue with processing, but in the fall there are generally more contracts and I-9’s that have to be verified and processed before adjuncts can be paid. The issue is the turn-around in making sure HR has everything they need for Systems Office. • ALT decided to further discuss this topic at a later date. 	AD’s agreed as a whole to discuss with their DOM’s the process. AD’s will report back to ALT to share issues and concerns that may be presented during the discussion.

Curriculum Revision "Vote"	Tri opened the floor for discussion. <ul style="list-style-type: none"> An email was shared with ALT to review. 	VP of Academics will forward the email to Faculty Council Representatives to review the document and vote for the curriculum revisions.
College-Wide Coordinators' Meeting	Tri opened the floor for discussion. <ul style="list-style-type: none"> Committee will meet on November 6th, 10am-12pm. Reminders have been sent to Coordinators. A member reminded ALT that Coordinator's meet twice per semester. The purpose of coordinator meetings is to make sure coordinators have the opportunity to discuss issues in their general areas, share ideas, suggestions and make recommendations based on their program teaching areas. The floor was opened to discuss suggestions for discussion topics. AD's suggested Coordinator's discuss: <ul style="list-style-type: none"> Developers for blended 12-week courses. Fall 2016 Scheduling. Cancellation process for 12 and 16 week courses. First-Year Center. Testing Center. Peer Evaluations. Posting syllabi for Dual Credit/Articulated Credit Instructors on the S drive. If topics of discussion come up, please forward these requests to the AD of CHLSS. 	
Schedule of Classes Note	Tri opened the floor for discussion. ALT discussed two issues: <ul style="list-style-type: none"> Accelerated or blended classes have inconsistent wording regarding process. <ul style="list-style-type: none"> AD process will be revised to simplify the process and make sure the process is consistent across the board. Not a standard meeting time for hybrid classes. <ul style="list-style-type: none"> Distance Learning Representative will review courses currently listed in PeopleSoft to see if there is a standard meeting time across the board for these classes and identify a pattern, if there is one. Feedback will be provided at a later date. 	
Adding more 12 week classes	Tri opened the floor for discussion. <ul style="list-style-type: none"> ALT discussed the process for adding more 12 week classes. ALT agreed that classes that haven't been taught during the 8 week session could be offered during the 12 week session if they do not fit well in the 8 week session. 	AD's will begin reviewing the courses that could possibly fall in this category for fall 2016 to submit to their Dean's for review and consideration.

AD Search Description and Process	<p>Tri opened the floor for discussion. (Please refer to agenda attachment)</p> <ul style="list-style-type: none"> • ALT discussed divisions that this process could possibly affect in the next year. Nursing, CHLSS, AHNS, Humanities, BCIS and Academic Reports-Distance Learning Representative are scheduled for review. • The process has been revised to simplify the process and will be posted in the Academics Policy and Procedures Handbook, Section 3.3 to make sure that appointments are made as outlined in search description. • Deans will continue to review the process with the VP of Academics as necessary to make sure the process is consistent across the college. 	
Additions to Agenda	<p>Tri opened the floor for discussion.</p> <p>Previous semester class schedule</p> <ul style="list-style-type: none"> • A member shared with ALT that this information is housed under the Schedule Creation Backpack on the ALT webpage and includes every class for the last 8 years. Records handles archiving these courses. • A member recommended to add a link to the academics page that references archives. <p>Release-time list/Re-assignment list</p> <ul style="list-style-type: none"> • The list is not publicly shared with the college. AD's and Deans are welcome to share this document with program coordinators but it was recommended that everyone make sure they are protecting the content in the document since some areas of the file contain personal faculty information. • Release-time is calculated different for each department/division. <p>Med Term</p> <ul style="list-style-type: none"> • ALT discussed highly-automated courses. • ALT agreed that AHS115 and MIT103 are almost identical and are highly-automated courses. Highly-automated courses mean that all exams/assignments are graded automatically. • CLA131 is formatted differently. The format is more of a scroll and read course that requires the Instructor to grade assignments, review assignments, create/grade exams, and post assignments. • ALT agreed as a whole that we should narrow these courses to 1 or 2 course offerings depending on course need, course enrollment, and course cap. • ALT suggested that the AD's this process affects should schedule a meeting and provide a report back to ALT based on their decisions regarding which courses should remain and which ones should be removed. The AD of AHNS will coordinate the meeting. • A member suggested that once a decision has been made, caps should be increased in these sections to meet the needs of our students. <p>Sabbaticals</p> <ul style="list-style-type: none"> • AD's announced the application process to their divisions. • AD's were reminded that applications are due next week. • VP of Academics will follow-up with President. 	<p>Med Term</p> <p>ALT suggested that the AD's this process affects should schedule a meeting and provide a report back to ALT based on their decisions regarding which courses should remain and which ones should be removed. The AD of AHNS will coordinate the meeting.</p>

	<p>Regional campuses requests for classes</p> <ul style="list-style-type: none"> • Many AD's have received requests to add spring classes at regional campuses. Special requests for evening classes have been requested at Winchester in an effort to establish an evening program at Winchester Campus. • ALT agreed to work to meet requests, work with regional campus directors to improve communication and re-inforce the deadlines to make sure course requests are submitted on time for approval. <p>Children on campus</p> <ul style="list-style-type: none"> • ALT was reminded to reinforce the Children on Campus policy and make sure that faculty is reminding their students about the policy. • A member suggested that we use our success coach to provide community resources to these students who may need assistance with childcare barriers. • ALT agreed as a whole that this poses a huge liability to our campus when children are left unattended and needs to be addressed as soon as possible to ensure the safety of the children and comfortable learning environments for our students. <p>Changing Classrooms Culture-Room Assignments (Please refer to email shared with ALT)</p> <ul style="list-style-type: none"> • ALT agreed as a whole to the changes that were submitted for the CCC room assignments. A member added that if any changes are required, typically AD's submit their requests to their DOM's. 	<p>Regional Campus Request</p> <p>Dean of Academic Support will follow-up with regional campus directors and will continue to meet with them to make sure requests are submitted in a timely fashion to ensure their needs are considered.</p>
Upcoming Deadlines	<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 3:40 p.m.	
Next Meeting	November 3 rd , TBA	VP of Academics will review calendar of events scheduled for this date to determine if meeting will be postponed or held from 11am-1pm at Cooper Campus.