

Academics Leadership Team Meeting Minutes		
Date: November 1, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Laura Lynch Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch, Melanie Williamson		
Guest(s): James Hogan		
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 a selection from <i>David and Goliath</i>. Members shared their views on it afterwards. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of CHLSS provided information about student evaluations of instruction. A discussion followed. The AD of Allied Health and Natural Sciences suggested that Academics and Workforce utilize the college calendar. The AD of Mathematics and Statistics asked for input on the Coordinator training that is scheduled for November 4, 2016. 	
Approval of ALT Minutes from 10/18/16 and 10/25/16	<ul style="list-style-type: none"> Minutes from the meeting held on 10/18/16 and 10/25/16 were approved. 	
Follow-up from previous ALT Minutes	<p>Courses to Schedule Once a Year</p> <ul style="list-style-type: none"> The VP of AWD reported that Vicki Partin would send the list of courses to schedule once a year to ALT. He noted that information would be included on the list was put together and the process used to update the list. He added that after ALT reviews the list, it would be shared with Coordinators. 	
BCTC Website Migration/Updates	<ul style="list-style-type: none"> James Hogan gave an overview of the BCTC website migration from Sitecore to OUCampus and the timeline for the process. When concluding the overview, he provided an opportunity for questions. 	
Peer Evaluations	<ul style="list-style-type: none"> James Hogan discussed the peer evaluation process and provided a handout with instructions and a timeline for the annual peer roster update. 	
Key and Signage Policy	<ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences talked about the key and signage policies. A brief discussion followed. Then the AD of Allied Health and Natural Sciences volunteered to lead an online discussion about the key and signage policies using OneDrive. 	
Astra – Higher Education Scheduling Index	<ul style="list-style-type: none"> The VP of AWD gave an overview the Higher Education Scheduling Index (HESI), an Astra tool designed to identify enrollment trends. Then he announced that Vicki Partin and the Deans would be the primary Astra contacts for the System Office. He added that ALT would be secondary contacts. 	
2017 CCCC – Call for Proposals	<ul style="list-style-type: none"> Dean Karen Mayo reported that Call for Proposals is open for the 2017 Changing Classroom Cultures Conference. She added that the focus areas of the conference are Career Pathways, Global Learners & Equity Support, Enrollment Pipeline, and Completion & Retention. She stated that it is time to be working on the proposals and getting them submitted before the January 22, 2017 deadline. The VP of AWD encouraged ALT to submit proposals. 	The VP of AWD encouraged ALT to submit proposals for the 2017 Changing Classroom Cultures Conference.
Innovation Award – Open for Nominations until January 29, 2017	<ul style="list-style-type: none"> The VP of AWD announced that the 2017 Innovation Award is open for nominations until January 29, 2017. He requested that members encourage those in their areas to submit nominations. 	The VP of AWD requested that members encourage those in their areas to submit nominations for the 2017 Innovation Award before the January 29, 2017 deadline.

Budget Review Advisory Committee Final Report – June 2016	<ul style="list-style-type: none"> The VP of AWD discussed the Budget Review Advisory Committee Final Report with ALT. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of CHLSS reported that William McHugh, who teaches American and Kentucky history at BCTC, had an article published in the <i>Kentucky Humanities Magazine</i> entitled “The Garret Morgan Gas Mask.” The AD of BCIS reported that Tammy Disco-Boggs, a faculty member in the BCIS Division, recently hosted a test simulation for Medical Coding and added two sections to accommodate former Med Tech students. The AD of Allied Health and Natural Sciences reported that the BCTC Dental Hygiene Program has been recognized as one of the nation’s best 2016-2017 Dental Hygiene Programs among 2 yr-schools. The AD of Humanities reported that faculty in the developmental education area of Humanities came to consensus on a new plan for that area. The plan was submitted and approved by Mandatory Placement. The VP of AWD commended the AD of Humanities and Beth Healander for their leadership throughout the process. <p>Scheduled program updates</p> <ul style="list-style-type: none"> There were no updates reported. <p>Professional Development</p> <ul style="list-style-type: none"> KCTCS Code of Student Conduct Training – 2:00 p.m. on Thursday, November 17, 2016, at the Newtown Campus Conference Room (CB 123) <p>Workgroup reports</p> <ul style="list-style-type: none"> Dean Karen Mayo reported that the ALT PD Committee met and requested feedback from ALT on two options for technology training. After discussing it, the consensus was to have a half day of technology training sometime during the academic year. It was reported that the Textbook Workgroup and the Business Workgroup both met recently. Dean Tammy Liles gave an up to date report on the SEM objectives and assignments. 	<p>KCTCS Code of Student Conduct Training – 2:00 p.m. on Thursday, November 17, 2016, at the Newtown Campus Conference Room (CB 123)</p>
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> There were no updates reported. <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"> Dean Tammy Liles gave an update on the SEM Plan. 	

LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD reported that a facilitator is needed for Career Pathways. After a brief discussion, the consensus was to suggest that Ty Sturdivant serve as the facilitator. The VP of AWD reminded ALT of the 2016-2017 MOSAIIC Conference to be held November 3-4, 2016 at Kentucky State University. The VP of AWD noted that Dr. Julian would give an update on the Distance Learning Model at Faculty Council on Friday, November 4. The VP of AWD reminded members to attend the upcoming training on the KCTCS Code of Student Conduct. After the VP of AWD discussed college goals and how they fit into the strategic plan, he requested that the ADs work with their faculty at the next two Division meetings to identify two college-wide goals and two academic goals from each area. The VP of AWD talked about Performance Assessment Network (PAN) Testing and invited the group to participate in a KCTCS and Am I Job Ready webinar. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting is scheduled for Friday, November 4, 2016. 	<p>The VP of AWD reminded ALT of the 2016-2017 MOSAIIC Conference to be held November 3-4, 2016 at Kentucky State University.</p> <p>The VP of AWD requested that the ADs work with their faculty at the next two Division meetings to identify two college-wide goals and two academic goals from each area.</p>
Woohoo Awards	<ul style="list-style-type: none"> Yasemin Congleton presented a Woohoo Award to Jackie Wisemen for sharing her expertise to find some practical solutions to apply in various situations. Angie King gave the other Woohoo Award to Melanie Williamson for being a resourceful colleague. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</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 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>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>	

	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 4:00 p.m.		
Next Meeting(s)	Tuesday, November 10, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Ralph Potter		