Academics Leadership Team Meeting Minutes		
Date: November 10, 2015 Time: 2:00 p.m.-4:00 p.m.	Facilitator: Ben Worth Recorder: Luv Robertson	
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Pam Hatcher, Ben Worth, Angie King, Melanie Williamson Guest: Yasemin Congleton		
Agenda/Issue	Discussion	**Action**
Approval of ALT Minutes from 10/27/15	Ben opened the floor for approval of minutes from 10/27/15. • Minutes were approved.	

Remarks from new VP of Academics and Workforce Development	Ben opened the floor for discussion.
	• The new VP of Academics was recognized and welcomed into the position.
	• VP of Academics provided his gratefulness for being selected to serve in this role. He plans to be influential in his role and make sure that we are moving forward as a college.
	• The Dean of Academics position is currently open. The decision on how to proceed with the process is still underway. There are a lot of variables affecting the decision to move forward-permanent role, internal/external search, when the position will be filled, etc.
	    o Feedback was provided regarding the process and ALT decided as a whole that the Dean position should be filled as an internal position.
	    o A member suggested that if a FT Faculty member moves into that role, we have to make sure we can replace that position as well. This topic will be discussed further once a decision has been made and discussed further with LET
	• Tri was recognized for his great work as interim and shared with the group that he really learned a lot serving in this role and has enjoyed working with Academics.	

Spring 2016 Late Registration	Ben opened the floor for discussion. **Priority Registration** • Continues through spring 2016. It was brought to ALT's attention that advising has been seeing a lot of students because a lot of faculty do not have advising appointments in STARFISH. • The Advising Representative reminded the AD's that if office hours are used for advising hours as well, they must be checked for both (Instructor and Advisor hours) in STARFISH and to remind their Faculty Advisors to make sure they have appointments available for students during their assigned advising times. The directions are listed in the STARFISH advising document on the webpage. • Several complaints have been shared with advising and they are in the process of working to resolve all issues. Most of the complaints concern Faculty not responding to emails, requests to change campuses for classes, and not getting responses back for degree audits. **Late Registration Dates for Spring 2016** • Advising will remain at Newtown Campus for late registration. Please heavily advertise late registration to eliminate preliminary issues with students going to the wrong campus for late registration. o Jan 5: 9-6 Newtown Campus	Advising Representative will send two emails to AD's as reminders: (1) Gen ED Faculty will be able to sign-up through *sign-up genius t*o assist with spring late registration. The link will be provided in the email. (2) Advising registry will be sent for revisions and updates. Advising Representative reminded AD's to please review registry and make sure those assigned to advise and their most current information are included on the list.

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	o Jan 6-7: 9-5 Newtown Campus o Jan 11-15: Advising will take place in the advisors office and hours will be posted in the suites. **Changes for Spring 2016** o There may only be one admissions officer available to assist in the Gen Ed room during week 1. o Financial aid will send an email to all students who are on SAP appeals. Suite 213 will have someone available to do plans of action for AA and AS degrees. o Faculty and Gen ED advisors will be available Monday and Tuesday to assist students with classes that have been cancelled. o Fridays: Advising will take place in Suite 103.	

Old Business	Ben opened the floor for discussion.
	Good News
	• Dr. Feeney was announced as the VP of Academics.
	Medical Terminology
	• The committee met to review the proposal that was presented by ALT and decided that CLA131 will be removed summer 2016. 1 section of MIT 103 (50 cap) will be offered in person each semester, with 1 section offered online in the fall semester; AHS 115 (50 cap) will be offered online each semester.
	• The decision to offer these courses as proposed was made to be more efficient with college resources and to streamline medical terminology courses that faculty and students can rely on.
	• A discussion was held regarding AHS115. During a review of the courses, the committee found that two staff positions make up 10 sections taught because of faculty duties listed as part of their PPE.
	• A member asked: "Are the staff teaching these courses best used in this capacity in the college?"
	    o A member suggested that the reason this was added as part of PPE requirements was to save the college money, efficiently allocate advising load, and meet staff PPE requirements.
	    o Staff positions will be reviewed and if those courses are needed to meet the requirements of FT Faculty, AD's and Deans can discuss this with those faculty and make adjustments in course load and job responsibilities as needed.
	Reassigned Time
	• A discussion was held about Respiratory and Radiography. There are clinical coordinators who do not receive any release time to place 40 students in 10 different locations for clinical requirements. Release time is required for accreditation purposes and must be documented on paper and recognized as leadership for the college for radiography.
	• Request presented to ALT: Respiratory and radiography are asking for 3 credit hours of release time to meet accreditation guidelines. If we do not fulfill these requirements, we may be cited for improper documentation during the site accreditation visit. Reassigned time is reviewed in
		ALT approved the revisions. AD's will discuss the changes with their faculty and review summer needs.
		
		A workgroup will be created to assess clinical coordinator roles and how release time can be recognized as part of their PPE requirements and still meet the criteria for accreditation.

	the spring. It was recommended that we review other areas to see how this may impact other areas in Academics. It does impact scheduling for radiography next semester. • ALT agreed that if release time is not approved, it can still be listed on their PPE as recognized leadership to the college and this will fulfill the requirements of accreditation. **LET** • The new VP of Academics will begin attending LET meetings. **BRAC** • The committee met Friday, November 6 and are in the process of clumping suggestions and recommendations from a lot of divisions. They will begin prioritizing suggestions and recommendations to present for discussion to college leadership. A report will be provided at each ALT meeting regarding progress and any decisions that have been made.	
New Business	Ben opened the floor for discussion. **Distance Learning Updates** • On Friday, November 6, the distance learning workgroup met to explore distance learning statewide. • The workgroup is still in the information gathering phase. The aspects of the model proposed focuses on four areas: (1) All online through one unit; (2) All online competency based: (3) All online quality controlled; and, (4) All online revenue shared. • There are two teams: An integrated unit with every college and a Distance Learning autonomous unit that lives at the Systems Office. • The integrated model will focus on three areas: (1) Autonomy-local control for staffing; (2) flexibility-power for instructors to add supplemental content to courses and create a platform to share with every college system-wide; and, (3) fairness-a fair revenue sharing model. • More information will be provided as the two teams collaborate and find ways to improve distance learning statewide. **Proposed Adjunct Workshop:** • Several areas have requested adjunct training. The first training will be held Thursday, January 7 (tentative time: 5 p.m.). Topics: Bb gradebook, Collaborate, File storage, MS OneDrive. • An invitation will be sent to AD's to share with their Faculty and Coordinators. E-mentors are welcomed to attend. **Academic Credentials** • Meeting was postponed. Distance Learning Representative is looking into solutions. A report will be provided to ALT at a later date. **2016 Course Construction** • A spreadsheet has been created with those Faculty members interested in developing 12-week blended courses. The cost model and courses identified were discussed with the group. Course development will begin in the spring and continue through the fall. • Distance Learning Representative will discuss further with VP of Academics and report back to ALT.	AD's were reminded to send the list of faculty interested to the Distance Learning Representative's attention, if they have not already done so.

	Academic Team • The Interim VP shared with ALT that correspondence from systems office has been shared with LET to create an academic team in our college to improve lines of communication between the 16 colleges in the system. More information will be available as the discussion evolves in LET. **Budget Transfers** • Printing-pulled quarterly-Sept, Dec, Mar, June. Please review and estimate how much funding you will need to get through June 30. • Accreditation-budget currently has only $8K remaining. Please review accreditation charges through June 30 and send estimated totals to the Senior Administrative Assistant of Academics to begin processing the BTR's to cover additional funding for the second half of FY16. These must be submitted to the Director of Budget for processing before December 18 so the budgets are available by January 15. Please submit all requests by December 1. **New AD and Testing Center Search Update** • With the current transition that is taking place, the Distance Learning AD position may be extended for one more year with all of the current changes with systems office and the start-up of the testing center. • In reviewing the role of the Distance Learning AD position, it has been decided that PD will become a great part of this role in the college. ALT decided the Deans and VP should further discuss the positon before it is opened for interested individuals to apply. **KCTCS Technical Skills and Soft Skills Survey (see attachment)** • Request from Chancellor's office to distribute two short surveys (Technical Skill Industry Alignment Survey and KCTCS Workplace Soft Skills Survey) to all Program Advisory Committee members. The first survey addresses the alignment of technical competencies with industry expectations and focuses primarily on the industry-approved assessment tool. The second survey is designed to identify the most commonly needed "workplace soft skills." • If committees have already met, please send the surveys electronically. The purpose of the surveys is to allow our colleges to work more closely with our industry leaders • ALT discussed competencies that must be met in each technical area. • Once surveys have been collected from program coordinators, please return them to Dr. Tracy's office so data compilation and analysis can be completed. When analysis is complete, data will be shared with all colleges.	AD's were advised to check with their areas to see if any Faculty or Staff would be interested in serving on the team. Please submit all budget and accreditation requests by December 1. AD's will share the surveys with their Program Coordinators. ALT decided to have all surveys submitted to their Advisory Committees with a return date by December 18.
Announcement	• On 11/17/15 from 2:30 p.m. to 3 p.m., consultants from AACRAO will meet with ALT to get input about student recruiting and retention. The consultants have been hired by KCTCS to meet with each college to explore ways to increase enrollment.	
Additions	**ASTRA reservations for computer labs** • With the conversion of the computer labs on Newtown, there is limited space available for Faculty to request computer labs for instruction. AD's were advised to share with their coordinators that these rooms will not be available come spring. • A member suggested that Faculty can use open computer labs on campus for up to one hour. If a faculty member wants to reserve a lab they submit those requests through their division office manager.	

	IDEA University (see attachment) • Community colleges BCTC and JCTC have been selected to participate in a partnership with IDEA University to encourage entrepreneurship. Both colleges have been invited to participate in competitions in the spring that will allow students to come up with small business plans to start their own businesses in their program areas of study. Some areas of interest that may compete are gaming, film, and business. Awards will be tied to the state and local level. Please share with Faculty and see if individuals or students are interested in developing a team to compete in the competition. **Scheduling: Blended versus hybrid** • A recommendation was submitted to ALT to review blended and hybrid classes to change the way these courses are reflected in PeopleSoft for scheduling and to distinguish the way these courses are delivered. • ALT decided to use the same note for hybrid that we use for blended. A member verified that there is no difference between the courses, a portion of both courses are taught online. **Escrow Classes** • A discussion was had regarding the scheduling process of escrow courses and when these courses should be opened. VP of Academics will discuss this issue further with the Deans. • Escrowed courses will be opened based on the recommendations submitted by the AD's.	VP of Academics will share the decision with the Scheduling Coordinator. AD's were advised to remind their coordinators to review the courses they have placed in escrow and to monitor these courses during late registration to make sure staffing needs are met to accommodate these classes.
Upcoming Deadlines	**November** Nov. 17 Assistant Deans and Deans discuss sabbatical requests with ALT. Nov. 17 Academics web content review. Nov. 19 ALT members submit completed Fall 2016 class schedule room grids for the Regional Campuses to Vicki Partin; ALT members have completed the schedule's draft Nov. 20 Division meetings Nov. 23 Classes open for late registration (all spring terms) due to Luv by Noon **Nov. 25-29 Academic Holidays (Wednesday-Sunday Thanksgiving Break)**	
Adjournment	Meeting adjourned at 4:00 p.m.	
Next Meeting	November 17th, 2:00 p.m. (Special Meeting with AACRAO)	