

Academics Leadership Team Meeting Minutes		
Date: November 10, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Ralph Potter Recorder: Greg Feeney
Present: Tammy Liles, Kevin Dunn, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): Debbie Holt		
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 “Rites of Passage: Transition to the Deanship,” an article by Walter H. Gmelch. After discussing the article and providing positive feedback about it, the group requested that articles be distributed the Friday before the next scheduled meeting. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Dean Karen Mayo discussed letters for promotion and noted that incorrect support information had been distributed. Dean Mayo stated that she would send the correct information to ALT to forward to faculty. In addition, Dean Mayo gave an update on peer evaluations and noted they will close on December 15, 2016. She stated that evaluating more within a Division is possible, and she added that she needs all of those requests emailed to her by Monday, November 14, 2016. She noted they would continue to work on improving the process. The AD of Humanities inquired about confirmation on course fees, faculty that switch sections, and offering Friday classes. The consensus was to work through the established scheduling process. The Dean of Academic Support discussed faculty credentials and reminded members to check faculty credentials again after one semester. Dean Simms agreed to develop an auditing process for each semester and to work on creating a credentialing backpack. The AD of BCIS offered to look at technology involved in the process. 	Dean Mayo asked members to send her requests for evaluating Coordinators within a Division by Monday, November 14, 2016.
Approval of ALT Minutes from 11/01/16	<ul style="list-style-type: none"> Minutes from the meeting held on 11/01/16 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 stated that he would forward the information about courses to schedule once a year. He requested that the ADs review the information with the Coordinators and share the feedback with the Deans. He said that afterwards the courses to schedule once a year and any additional information would be sent to Vicki Partin. <p>Key and Signage Policy</p> <ul style="list-style-type: none"> After discussing the key and signage policy, the VP of AWD requested that feedback be provided by email at the end of the day Monday, November 14. He noted that the workgroup would take the feedback to the next business meeting. 	<p>The VP of AWD requested that the ADs review the information about courses to schedule once a year with the Coordinators and share the feedback with the Deans.</p> <p>The VP of AWD requested that key and signage policy feedback be provided to him by email at the end of the day on November 14, 2016.</p>
Advising Concerns	<ul style="list-style-type: none"> Debbie Holt discussed advising concerns with ALT and asked members to review the information she provided by email on November 2, 2016. The AD of BCIS also shared some of her concerns. A lengthy discussion followed. The consensus of the group was to invite the new advising lead to ALT soon after the position has been filled. Debbie agreed to work on improving the advising sheets and have them completed by Spring Break as part of her extra load. In addition, she agreed to train the faculty and staff advisors with the support of the Interim AD of Distance Learning. The Interim AD of Distance Learning agreed to set up Starfish training for advising. It was noted that ALT is also 	

	interested in collaborating with the staff advising lead and having staff advisors trained on specific academic areas.	
Position Descriptions	<ul style="list-style-type: none"> The Dean of Academic Support provided the new position descriptions. Then she requested that ALT provide feedback by the end of the day. She noted that, after receiving the feedback, she would send it to ALT with a timeline. She asked the ADs then to send the feedback and timeline to full-time faculty. 	The Dean of Academic Support requested that ALT provide feedback on the position descriptions by the end of the day on November 10, 2016. She noted that, after receiving the feedback, she would send it to ALT with a timeline. She asked the ADs then to send the feedback and timeline to full-time faculty.
Scheduling	<ul style="list-style-type: none"> The VP of AWD provided ALT with scheduling documents and gave an overview of them. Afterwards ALT approved the documents that pertained to opening escrowed classes, adding sections, and the cancellation process. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of Humanities announced that “All theWay” would be showing during the weekend and that she sent the details to everyone. The Interim AD of AMT reported that AMT has new robots and cobots. Workforce announced that its first TRAINS project with Toyota has been arranged. The Dean of Academic Support reported that the Wonderlic contract has been completed and signed for the Testing Center. She added that several trainings for proctors would be held during November and that it would be piloted within a couple of weeks. <p>Scheduled program updates</p> <ul style="list-style-type: none"> The AD of AHNS reported that the accreditation visit for Respiratory Care went well. <p>Professional Development</p> <ul style="list-style-type: none"> AAWCC, 2/23-24/17, Proposals Due 11/15/16 (See 11/2 KCTCS E-nouncement.) CCCC, 3/24-25/17, Proposals Due 01/22/17 http://www.bluegrass.kctcs.edu/Professional_Development/CCCC2017.aspx <p>Workgroup reports</p> <ul style="list-style-type: none"> There were no updates reported. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> There were no updates reported. It was noted that the Dean of Workforce Development would be presenting on November 15, 2016. <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. It was noted that the Dean of Workforce Development would be presenting on November 15, 2016. 	

	<p>SEM Plan</p> <ul style="list-style-type: none"> • There were no updates reported. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • The VP of AWD stated that LET did not meet before the ALT meeting. 	
Woohoo Awards	<ul style="list-style-type: none"> • Jackie Wiseman presented a Woohoo Award to Rebecca Simms for outstanding leadership. • Melanie Williamson gave the other Whoohoo Award to Steve White for his use of technology. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>November</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> <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</p>	
Adjournment	Meeting was adjourned at 4:00 p.m.	
Next Meeting(s)	Tuesday, Nov. 15, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Jackie Wiseman	