

Academics Leadership Team Meeting Minutes		
Date: November 15, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Jackie Wiseman Recorder: Barbara Thomas
Present: Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch Guest(s):		
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 an article entitled “7 Powerful Ways to Beat Burnout.” A discussion followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The Interim AD of Distance Learning reminded the group about filling out a vacation form to report absences. He stated that, with the holidays quickly approaching, he would send out information and instructions for completing the absence form online. 	The Interim AD of Distance Learning stated that he would send out information and instructions for completing an absence form online.
Follow-up from previous ALT Minutes	<p>Faculty Credentials</p> <ul style="list-style-type: none"> The Dean of Academic Support gave an overview of the revised process for faculty credentials. <p>Position Descriptions</p> <ul style="list-style-type: none"> The Dean of Academic Support announced that position descriptions for the upcoming year were distributed on November 11, 2016. She requested that those interested in the positions contact her. <p>Courses to Schedule Once a Year</p> <ul style="list-style-type: none"> The VP of AWD gave an update on courses to schedule once a year and noted that he had distributed the information by email before the meeting. 	
Advising Evaluations Report	<ul style="list-style-type: none"> The Interim AD of Distance Learning gave an overview of an Advising Evaluations Report, and a discussion about the use of it followed. 	
Adjunct Workload - Benefits	<ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences discussed adjunct workload and benefits with the group. A brief discussion followed. 	
FS Annual Giving Challenge	<ul style="list-style-type: none"> The AD of Allied Health and Natural Sciences stated that she is serving on the committee for the FS Annual Giving Challenge. Then she asked members if they would like to participate. The consensus was that the group would participate and buy a brick representative of ALT. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of Humanities invited members to the Gallery Hop Reception and Literary Readings to be held Friday, November 18, 2016, from 5-7 at the Lyric Theater in Lexington. The AD of Mathematics and Statistics reported that some faculty in the division would be attending a math conference in Denver, Colorado. The AD of CHLSS reported that Rick Smoot has completed an outline of his Kentucky history publication. In addition, he noted that he has visited Pleasant Hill at Shakertown four times to do work on that project. Furthermore, he shared information about a PowerPoint presentation he has created for CHLSS to use in Division meetings that depicts basic factors in teaching and traits to emphasize. 	

	<ul style="list-style-type: none"> The AD of BCIS reported that BCIS faculty created a presentation on color-coding a grade book and shared it with the Division for professional development. <p>Scheduled program updates</p> <ul style="list-style-type: none"> There were no program updates. <p>Professional Development</p> <ul style="list-style-type: none"> AAWCC, 2/23-24/17, Proposals Due 11/15/16 CCCC, 3/24-25/17, Proposals Due 01/22/17 <p>Workgroup Reports</p> <ul style="list-style-type: none"> There were no workgroup reports. 	
Goal Progress	<p>4 Annual Priorities The Dean of Workforce Development reported the area's progress to date.</p> <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"> The Dean of Workforce Development shared the area's progress on the AWD goals. The VP of AWD thanked her for the informative report and commended those in the area for the progress. <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 noted there was not a LET meeting that day. The VP of AWD reported that a CAO meeting would be held on Thursday, November 17. In response to a request for information about the pursuit of quality instruction and best practices for adjuncts, members identified the following: e-mentors, FYE pairings, grants, Boot Camp, BCTC's Changing Classroom Cultures Conference, accelerating developmental education, professional development on best practices for teaching ESL and international students, Math 011, and AMT's collaborative teaching. It was noted that Commander Holland, with the Lexington Police Department, gave positive feedback about BCTC instructors. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled for Friday, December 2, 2016. 	
Division Meeting Topics	<ul style="list-style-type: none"> During a discussion about topics for the upcoming Division meetings, the items listed below were identified as meeting topics. Reminder to turn off lights on projectors after using them in order to save bulbs Position descriptions for position openings Late registration sign up Reminder to fill out a M & O work order for any facility usage BCTC's website migration 	

	<p>Student Code of Conduct 2 College-Wide Academic Priorities 2 Division Priorities Opening and Classes at new Georgetown College Letters for Promotion Evaluation of Instruction Filling out a vacation form to report vacation taken around the holidays</p>	
Woohoo Awards	<ul style="list-style-type: none"> • Rebecca Simms presented a Woohoo Award to Laura Lynch for excellent customer service. She noted that after speaking with a student, Laura brought to the student to Rebecca's office. • Steve White gave the other Woohoo Award to Angie King for her for tactful leadership. • Rebecca Simms presented another award to Ralph Potter since he has a great deal on his plate getting ready for the opening of the new Georgetown Campus while serving as the division's Interim AD. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>November</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 4:15 p.m.	
Next Meeting(s)	Tuesday, Nov. 22, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Karen Mayo	