Academics Leadership Team Meeting Minutes	
Date: November 17, 2015 Time: 2:00 p.m.-4:00 p.m.	Facilitator: Pam Hatcher 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: Stanley Henderson, AACRAO; Shelbie Hugle

Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 11/10/15	Pam opened the floor for approval of minutes from 11/10/15. • Minutes were approved.	
Guest AACRAO-2:30pm to 3pm	Shelbie Hugle introduced our guest speaker and opened the floor for discussion. Stanley Henderson was the representative for AACRAO. **Overview** • AACRAO consults on issues for enrollment management, records, registrars, and financial aid. • AACRAO focus comprehensive process that touches every facet of institutional culture. • They serve as practitioners and focus on coaching and partnering with the colleges that they work with to create an enrollment audit or plan to make sure that it reflects the goals of the college. **Purpose** • To learn about the institution and understand the culture and ethos of the institution. AACRAO works as a partner to develop a Strategic Enrollment Management Plan (SEM). AACRAO representative was very impressed with our college and stated that "BCTC is not a stranger to enrollment and strategic planning." Our college is very proficient in the planning areas-recruitment, retention and involvement with faculty. Enrollment management is quintessential to fulfill the purpose of the plan created. • Templates are provided as a pyramid to ensure that the enrollment planning model will fit into the key enrollment indicators. The pyramid looks at metrics around the type of students we serve in regards to retention, completion and graduation. The SEM planning framework is important to track and measure the key enrollment indicators, recommended every 5 years. The college was advised to use data to support our SEM plan. **Issues with SEM** • The enrollment infrastructure is often ignored and colleges do not account for the processes, human resources, or systems-technology, policies and practices. The SEM plan will incorporate seven areas-tactics, strategies, enrollment infrastructure, strategic enrollment goals, data collection and analysis, key enrollment indicators, and institutional strategic plan. The AACRAO representative emphasized that the college really needs to focus on the strategies and tactics of the plan to ensure sustainable enrollment outcomes. **Goals** • The importance of focusing on three recruitment and retention goals is to effectively use college resources. Your data will show which variables will have the least impact on SEM and the return on investment.	AACRAO representative advised ALT to start thinking about: "How can we accomplish what needs to be accomplished with limited resources?"

	- This will allow the college to create a structure-steering committee to ensure coherence with SEM-key enrollment indicators. The purpose of the committee is to assign strategic retention and recruitment goals, along with responsibilities to execute the plan. - Committee's should have no more than 10 members. Everyone needs to be included in the process-faculty and staff. - AACRAO representative recommended the college to create sub committees to ensure that there is great internal communication during this process through forums and small groups to focus on other topics such as first-generation, first-year student success, etc. It was recommended to use clickers to evaluate the Reponses shared amongst the groups. Faculty buy-in is very important during this process. **The floor was opened for discussion:** **Timeline for plan and implementation** - AACRAO representative will write a report as part of the partnership that should be available to the college mid-January. The report will evaluate the current processes our college uses as part of our SEM. Topics that will be included and researched: how students move through the journey of the college, the effectiveness of our plan, recommendations going forward. - AACRAO representative shared with ALT that the other two steering committees are in place. There will be a lot of time met in collecting data pertaining to competitors and the target market of our students. The data will help to formulate the strategic enrollment plan and will be produced in about 6 weeks. - Action plans will be created in additional to data collection by the sub committees. - The plans are scheduled to be completed by April to be implemented in the fall 2016 semester. - Data will inform every layer of the pyramid. - The report will be presented to both KCTCS and to the college as well. Every campus will have an assigned consultant. - The goal is to create a plan for the college, not for the system. - ALT was advised to voice their opinions, suggestions and concerns so that AACRAO can address these issues during the process and share them with the Systems Office if required. **Call Center Concerns** - As a system we need to look at training that can assist the call system in reducing the error rate because it can really have a negative impact on enrollment at the college. **Closing Remarks** - ALT is very important to the process. The goal is to make sure that we are getting the biggest bang for our buck. - AACRAO representative will be in touch as the process unfolds.	

| Old Business | Pam opened the floor for discussion.
Good News
• Thanksgiving break is next week: 11/26-11/27.
• Three kittens at the Cooper Campus were rescued and Ben and is taking care of one of them. The kitten will be named Agent Cooper.
• BCIS had a successful surprise shower for Ginger's wedding this weekend.
• The new project manager Jeannie Devers, started yesterday, 11/16/15 for workforce solutions.
BRAC Report
• Will meet this Friday, 11/20/15. The group is still prioritizing suggestions. Updates will be provided after Friday's meeting.
Workgroup Reports
• There were no reports.
LET Report
• LET met Monday, 11/16/15. Dr. Greg Feeney attended his first meeting as the new VP of Academics.
• **AACRAO:**
• Met with AACRAO for 45 minutes. The systems has hired a consulting firm, American Association of Collegiate Registrars and Admissions Officers, to gather information from each college to develop a SEM plan. The plans will be presented to the colleges in the spring. The representative is Stanley Henderson. Mr. Henderson's role is to assist the college with formulating a SEM plan that will promote the services that we provide.
    o The focus is to make sure that we are tying in the economy and partnerships that we have in the community. The goal is to establish at least three goals focusing on recruitment and retention. It is important to keep it simple to make an impact.
• Systems Office attended the meetings last week and there are a lot of issues that came up involving barriers presented from the 16 colleges. These issues will be addressed as the AACRAO representative works with the college.
• **Title IX training:**
    o We have the lowest rate of return in the system. Our percentages are in the low 80's. The training is mandatory.
• **Small Electrical Appliances:**
• LET discussed small electrical appliances in your offices. M&O and the VP of Finance will draft a policy regarding which appliances will be allowed and on which campuses.
• **Security Update:**
• LET discussed the need for a security update and the issue has been discussed with APT. A decision has been made that the briefing will be shared at division meetings.
• The plan is to make sure that we have a security plan in place that ensures everyone's safety and to make sure everyone is familiar with the drills in case something does happen. | **AACRAO**
AD for AHNS is serving as the project lead for the college.

Title IX
Interim VP of Academics will request list from HR and AD's will reach out to their adjuncts to make sure all adjuncts have completed the training.

Security Updates
If required, AD's were advised to contact Todd Gray if they were interested in having him speak to at their division meetings. |

	- **Vacancies:** - There are significant salary savings with retirements. Academics and other areas will be presenting positions for approval in early spring to fill vacancies. - The college is looking to begin staffing vacancies as early as February. - **Upcoming Meetings** - December 8th-Greg and Tri will be attending a white elephant party at Dr. Julian's. ALT agreed not to meet on December 10th. - ALT's last meeting will be December 1st for the fall semester. - **Additions:** - The next APT meeting will be cancelled and a facilities planning meeting will be held in its place. All committee members will be contacted regarding the meeting. - Dr. Julian is working with HR to evaluate the hiring process and to make sure there is consistency across the college. Updates will be provided to ALT.	**Vacancies** Please identify needs early and submit for approval.

New Business	Pam opened the floor for discussion.
	Starfish/Advising Appointments Update
	- There was a Systems Office STARFISH meeting on 11/16/15. Systems Office decided to let colleges run the STARFISH surveys. A member added that this is best for us because we can identify the category of students to include in the surveys and establish dates that best meet the needs of our college.
	- ALT decided that a workgroup should be established that included advising, SDEM, and academics to identify challenges and issues that faculty are facing using the system.
	- **Current issues with STARFISH:**
	   o Push back by faculty
	   o Once the faculty post their advising appointments, many students do not register for the appointments.
	   o Communication material is being sent to students too late during the semester to allow ample time for students to register for appointments or know that the advising appointments are available that late in the semester.
	   o Many advisees do not show up at their advised times.
	   o Starfish is not very user-friendly for faculty or students and can be very confusing to students who are not familiar with the process.
	- It was suggested to send an email to those advisees that have not met with their advisors to make sure faculty are meeting their advising workload during the semester and to cut back on the large number of students going to the Advising and Assessment Center because their advisors are not available.
	   o A member added that the purpose of starfish is to get students to sign up for advising during the first six weeks of priority registration. The issue is that many students do not know that they can register after priority registration ends.
		ALT SDEM workgroup representatives will discuss further with SDEM and advising the possibility of establishing a deadline for scheduling advising appointments.
		
		AD's were advised to remind their faculty to refer to the advising message that was established and make sure they are following the policy.

	o CHLSS booked a room after thanksgiving to see all psychology majors that need advising. o If the advisee is unable to meet with their advisors, these requests are typically forwarded to the AD. • ALT suggested that training should be provided to both students and faculty to familiarize them with the STARFISH process. Communication is very important to ensure that students are informed early on so that they are not waiting until the last minute to schedule an advising appointment at the end of the semester. • There has been a lot of feedback wanting to go back to a deadline for scheduling advising appointments. o ALT agreed that it may be time to re-evaluate the process and make the process more user-friendly and find ways to support the process to make it easier for faculty and advising and assessment. • ALT decided that AD's will discuss this issue at their next division meetings. • A member emphasized that it is very important for Advisors to develop a relationship with their advisees. As an advisor, faculty have many more roles than advising-program plans, course evaluation, assisting with career goals/plans, etc. **Other** • There were no additional items.	
Additions	Pam opened the floor for discussion. **Division Meetings-Distance Learning Trainings/Updates** • Will talk briefly about the KCTCS Distance Learning Workgroup. • Faculty role and responsibility in curriculum development/content and the role that faculty plan in developing courses taught online. • The model is still being drafted. The college will not be able to evaluate major issues until the model has been developed. **Topics for Division Meetings** • KCTCS Distance Learning, Academic Dean Vacancy, Security Safety Video, Sabbaticals, and AACRAO. **PPE Range Finding Meeting** • Usually conducted in the fall. • Purpose: Deans collect PPE's from AD's and evaluate the PPE's for accuracy, review what they did, provide feedback and make sure that ratings are justified. • Will be added to the list to have further discussion Spring 2016. **White Elephant Party** • ALT proposed three dates: Wednesday, 12/9; Thursday, 12/10; Friday: 12/11; and Saturday: 12/12; • From 6-until, potluck theme. • ALT decided that 12/9 works best for everyone's schedule. AD of BCIS will host the party. A list will be sent to sign-up for food and directions will be included to the location.	

	Academic Dean • Process is still underway. **Meta-analysis for fall** Dean Feeney will follow-up with Vicki Partin regarding the process and provide feedback to ALT at the next meeting. Vicki is in the process of evaluating course needs at the regional campuses. **Sabbatical Requests** • A report will be provided to ALT after follow-up with Dr. Julian. **Clinical Coordinator Workgroup** • Request to meet Monday, 11/23/15 at 1. AD of AHNS will send an invite to members. **Surveys for Advisory Boards** • Soft Skills Survey will only be valuable for AHNS and Nursing since they do not measure technical competencies. ALT agreed that it would be best to only complete the survey with their advisory boards they believe will be beneficial to their areas, since technical skills do not apply to all programs in Academics. **CAO Meeting at System Office** • Thursday, 11/19/15. • COMPASS updates and Release time will be discussed at the systems level. Every CAO submitted a document that listed the policies and everyone with a release or overload assignment. Document was shared with Dr. Julian and she is aware of the report. This will be the last meeting for the fall semester. **Goals for ALT** • Dr. Feeney will send questions to ALT to get their feedback and reaction on several questions to help make ALT better; improve our function within the college; and address the key initiatives of the group. • The reason is to identify what is working well, areas we can approve on, and things we can do to move forward. **Budget** • We are 1.2 million short with a 6.42% decrease in tuition and enrollment overall for the fall semester. The college is still looking at ways to increase enrollment.	**Academic Dean** Interim VP of Academics and Dean Feeney will meet with Dr. Julian to discuss process Friday, 11/20/15. **Meta-analysis for Fall** AD's were advised to review regional request and discuss with their program coordinators. **Sabbatical Requests** Interim VP of Academics will follow-up with Dr. Julian. **Surveys for Advisory Boards** BCIS created a form to manipulate the Soft Skills and Technical Skills survey. The form will be shared with ALT to distribute to their advisory boards. **Goals for ALT** The questions will be sent to ALT.
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 24th, 2:00 p.m.	