

Academics Leadership Team Meeting Minutes		
Date: November 22, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Karen Mayo Recorder: Scarlett Gillispie
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, 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 provided quotes, and each person chose a quote and explained what it meant to them. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of CHLSS requested that ALT use a DRAFT watermark on documents and information in draft format. In addition, he expressed concern about the construction of the UK baseball field affecting BCTC's overflow parking. In response, the VP of AWD stated that President Julian is working with UK on it. The AD of BCIS announced the Hour of Code event would be held December 12-14, 2016 at the Newtown Campus. 	
Follow-up from previous ALT Minutes	<p>FS Annual Giving Challenge</p> <ul style="list-style-type: none"> The AD of AHNS stated that she is collecting donations for the brick that ALT decided to purchase to support the FS Annual Giving Challenge. She noted that the brick would include "2016-2017 ALT" in the inscription. 	The AD of AHNS is collecting donations for the brick that ALT decided to purchase to support the FS Annual Giving Challenge.
Faculty Credentials File Revision Update	<ul style="list-style-type: none"> The Dean of Academic Support and the Interim AD of Distance Learning gave an overview of the revision to the process for filing Faculty Credentials. It was noted that faculty transcripts are a requirement of SACS. The Dean of Academic Support and the Academic Dean requested that all Faculty Credential files be checked to make sure the required documentation is in the file for adjunct and full-time instructors. 	The Dean of Academic Support and the Academic Dean requested that all Faculty Credential files be checked to make sure the required documentation is in the file for adjunct and full-time instructors.
December 1 ALT Cancelled	<ul style="list-style-type: none"> Dean Karen Mayo announced that the ALT meeting scheduled on December 1, 2016 would be cancelled due to the KCTCS board meeting being held the same afternoon. It was requested that Barbara Thomas send out a cancellation notice. 	It was requested that Barbara Thomas send out a cancellation notice for the ALT meeting scheduled on December 1, 2016.
PPE Evaluations Examples	<ul style="list-style-type: none"> Dean Karen Mayo discussed PPE evaluations and requested that ADs send examples of results for each PPE category (EE, ME, M, NI) to the area's Dean by December 2, 2016 so they may be discussed at ALT on December 13, 2016. 	Dean Karen Mayo requested that ADs send examples of results for each PPE category (EE, ME, M, NI) to the area's Dean by December 2, 2016.
Notes for Schedule	<ul style="list-style-type: none"> Dean Karen Mayo reported that Vicki Partin reviewed the scheduling notes and then created a form that she sent to ALT. Dean Mayo requested that ALT review the form and send feedback to her so that she can compile the feedback and send it to Vicki Partin. The Interim AD of Distance Learning requested that start and end dates be added to the form. A short discussion followed. The consensus was to discuss scheduling again at the ALT meeting on December 13, 2016. 	

Spring 2017 ALT Meetings	<ul style="list-style-type: none"> The VP of AWD provided a draft of the Spring 2017 ALT Meeting Schedule and requested that members sign up at the next meeting to facilitate the Spring 2017 meetings. In addition, he requested that members keep Tuesdays open on their calendars for ALT events 	The VP of AWD requested that members sign up at the next meeting to facilitate the Spring 2017 meetings and keep Tuesdays open on their calendars for ALT events.
ASTRA Reports and Scheduling	<ul style="list-style-type: none"> The VP of AWD reported that Dean Karen Mayo and Vicki Partin attended ASTRA training with him. He stated that weekly reports would be available. He added that the reports will be useful in determining what is needed and where. He said decisions can be made about canceling, consolidating, or adding classes using information in the reports. He requested that Kay Brewer be contacted by email if something in a room is not correct in ASTRA and that Vicki Partin and the area Dean be copied on the email. The VP of AWD noted that two groups will be working with the ASTRA initiative for scheduling, the lead group and all of ALT. 	The VP of AWD requested that Kay Brewer be contacted by email if something in a room is not correct in ASTRA and that Vicki Partin and the area Dean be copied on the email.
Building Temperatures	<ul style="list-style-type: none"> The AD of BCIS reported that the temperature was at 56 degrees in several offices at the Newtown Campus on Monday, November 21, 2016. The Dean of Academic Support stated that she had contacted Cindy McDonald and found out that there was an issue with the HVAC. A discussion followed. Then the VP of AWD requested that work orders be submitted when issues occur in order to report and track them. 	The VP of AWD requested that work orders be submitted when issues occur in order to report and track them.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The Dean of Workforce Development reported that Ralph Potter could not attend ALT because he was setting up equipment and getting ready for the opening of the new Georgetown Campus. The AD of Workforce Solutions reported that a visitor from the Office of Governor was at the Leestown Campus. In addition, she noted there has been interest in NOCTI testing. The Dean of Academic Support reported that Melissa Rowe will serve as the Scott County Adult Education Coordinator and will be located at the new Georgetown Campus. In addition, Dean Simms stated that she is working with Business Office on billing high schools for dual credit. The AD of Humanities reported that John Scott would be serving as the Writing Coordinator and Tanya White would be serving as the Tutoring Writing Coordinator. She added that the Fall 2017 schedule was submitted. Dean Karen Mayo reported that Kausha Miller did an excellent job with Mandatory Placement and it is in the process of going to Faculty Council. The Dean of Academic Support added that the information would need to be sent to Wonderlic after Faculty Council. The AD of Mathematics and Statistics reported that Kara Cook had presented at AMATYC. The AD of BCIS requested help with the Hour of Code event scheduled for December 12-14, 2016 at the Newtown Campus. She noted that 425-450 high school students are expected to attend. In addition, she said there is interest in an Informatics Academy at Scott County. Dean Tammy Liles reported that KCTCS has expressed an interest in highlighting BCTC's collaboration with local healthcare partners. <p>Scheduled program updates</p> <ul style="list-style-type: none"> The AD of CHLSS reported that Maria Rutherford took a trip to Guatemala in conjunction with the Interdisciplinary Early Childhood Education Program and the area has a 2 + 2 MOA with UK. The AD of AHNS reported that Medical Assisting has expanded and is accepting more students for January 2017. She added that the Cosmetology Advisory Board met and wants to see the program expand. In addition, she noted the Nuclear Medicine Program is closing. 	

	<ul style="list-style-type: none"> The Dean of Workforce Development reported that Architectural Technology is working on a 2 + 2 with Southern Illinois University and AMT has a draft of a 3 + 1 with Northwood University. <p>Professional Development</p> <ul style="list-style-type: none"> 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"> The Interim AD of Distance Learning discussed the Technology Workshop that he and Dean Karen Mayo are setting up. He asked ALT for feedback on two dates for the workshop, February 10 and February 17. A short discussion followed. Then Dean Mayo provided the following list of topics to be included in the workshop: Apps, OneDrive, SharePoint, ASTRA, I-phone, Blackboard, and Speed Geek. She requested that members send ideas for presenters to the Interim AD of Distance Learning. The Interim AD of Distance Learning reported that recently everyone should have received a “do not reply” email from Blackboard.com. He said that it is a system-wide resource for faculty and that all faculty should be enrolled. He noted that he would be sending out an email explaining it. 	<p>Dean Karen Mayo requested that members send ideas for Technology Workshop presenters to the Interim AD of Distance Learning.</p>
<p>Goal Progress</p>	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> It was noted that Dean Tammy Liles or Dean Rebecca Simms will be reporting next. <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"> It was noted that Dean Tammy Liles or Dean Rebecca Simms will be reporting next. <p>SEM Plan</p> <ul style="list-style-type: none"> There were no updates reported. 	
<p>LET/Academic Council Updates</p>	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD provided updates and gave an overview of the LET meeting. He reported on the Job Ready Skill Assessment and how to prepare for it. He provided information about the new Distance Learning model. He said there would be a coordinating body with eight coaches, two colleges per coach, and eight instructor designers. He noted instructor designers would not be designing curriculum. He said that it is a 50/50 model designed to increase instructor skills for online teaching and it is scheduled for a Fall 2017 roll out. He discussed programs with a small number of completers and the requirement for certificates to be linked to improved/expanded opportunity for employment. He discussed advising and requested that five or six people be prepared to be in the Open Lab at Newtown to assist with Blackboard from 10:00 a.m. to 3:00 p.m. and from 10:00 a.m. to 4:00 p.m. He provided information about planning for winter weather. He said that designated people will assess the weather/roads and the goal is make a decision by 5:30 a.m. for closure/openings. He stated that the VP of Multiculturalism and Inclusion is heading up a Culture Climate Reactionary Team and that faculty will be on the team. He noted that a civility campaign is scheduled to begin in Spring 2017 and that ALT would be participating. He provided updated information about the Fair Labor Standards Act. He requested that members get in touch with Laura Lynch concerning Career Pathways. 	<p>The VP of AWD requested that members get in touch with Laura Lynch concerning Career Pathways.</p>

	<ul style="list-style-type: none"> • He announced that the APT Retreat would be held April 13, 2016 at Kentucky State University's farm. <p>Academic Council</p> <ul style="list-style-type: none"> • The next meeting has been scheduled for Friday, December 2, 2016. 	
Woohoo Awards	<ul style="list-style-type: none"> • Laura Lynch presented a Woohoo Award to Dr. Greg Feeney for remaining calm under pressure and modeling that for others to emulate. • Angie King gave the other Woohoo Award to Yasemin Congleton for taking initiative with the FS Annual Giving Challenge and for displaying tenacity when dealing with issues. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>November</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> <p>December</p> <p>Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review</p> <p>Dec. 2 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists or interviews</p> <p>Dec. 2 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Dec. 4 End of class work</p> <p>Dec. 5-11 Final Examinations</p> <p>Dec. 17-Jan. 1 College Closed</p>	
Adjournment	Meeting was adjourned at 3:55 p.m.	
Next Meeting(s)	Tuesday, Nov. 29, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Tammy Liles	