

Academics Leadership Team Meeting Minutes

Date: November 24, 2015 Time: 2:00 p.m.-4:00 p.m.	Facilitator: Rebecca Simms Recorder: Luv Robertson
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Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Debbie Holt, Rebecca Simms, Vicki Wilson, Pam Hatcher, Ben Worth, Angie King, Melanie Williamson

Guest: Beth Healand

Agenda/Issue	Discussion	Action
Approval of ALT Minutes from 11/17/15	Rebecca opened the floor for approval of minutes from 11/17/15. <ul style="list-style-type: none"> • Minutes were approved. 	
Guest KCTCS CRC (Curriculum Review Committee) Workgroup Report	Rebecca opened the floor for discussion. <ul style="list-style-type: none"> • The workgroup met via SKYPE on October 6th. Dr. Tracy proposed to move forward in three phases. The goal is to look at the processes for curriculum and programs to make them more efficient and quality-based. <ul style="list-style-type: none"> ○ Phase one: Approval of new programs through the Board of Regents. <ul style="list-style-type: none"> ▪ Workgroups were divided into three groups. The program review team focused on reviewing current or new programs and listed areas where changes may occur that will facilitate efficiencies. The internal research team developed a survey to get feedback on the curriculum process. The external research team reviewed other community colleges to evaluate how they compiled information for their curriculum review describing who, when and how programs are approved. ▪ No recommendations have been made. ○ Phase two: KCTCS CRC and Council Review <ul style="list-style-type: none"> ▪ Focuses on Courses and Curriculum. ▪ The following action items under general education status are evaluating the following questions: <ul style="list-style-type: none"> • What are the barriers of the current process; what pieces of the course/curriculum/general education need to reside with the KCTCS CRC/Council process; are there unnecessary pieces of the approval process that can be trimmed, expedited, or removed? ▪ The workgroup is continuing discussion regarding the order of program approval. The committee is considering the following question: Should the BOR approve the creation of a new program before the creation of the courses/curriculum? ▪ A member recommended that CPE may have an impact on this decision and should be presented to the workgroup to avoid any setbacks in the process. ○ Phase three: Technology resources ○ This area has not been evaluated. ○ If there are any suggestions, questions or recommendations, please forward these to the KCTCS CRC Representative to share with the workgroup. ○ ALT confirmed that Barbara Sirimongkhon is our colleges CRC representative for Senate Council. 	Next meeting is scheduled for Feb. 5. Recommendations by the end of spring. Report will be presented to ALT once recommendations have been made.

Old Business	<p>Rebecca opened the floor for discussion.</p> <p>Good News</p> <ul style="list-style-type: none"> • Fall 2017 the college will be able to offer a reading 100 pre-requisite for three credit hours. The course will allow students to get credit for what use to be a developmental class that will be paired with a general education course. <p>BRAC Report</p> <ul style="list-style-type: none"> • The committee met last Friday and have started prioritizing categories by area within cost savings. The group has weighted the responses to evaluate each category fairly. • The committee is making sure that the categories show value for all that we do and make sure that everyone has a clear idea of how everyone’s role impacts the college. • The committee will meet again in January. <p>Workgroup Reports: Reassigned Time for Clinical Coordinators</p> <ul style="list-style-type: none"> • The committee met yesterday and will meet again Dec. 1. The group is still pulling things together. <p>LET Report</p> <ul style="list-style-type: none"> • BRAC report was discussed in further detail. <p>KCTCS CAO Report</p> <ul style="list-style-type: none"> • Distance learning workgroup was discussed. Dr. Tracy emphasized that nothing has been decided yet but the program will be learn on demand based and will have a competency based curriculum tied to it that will allow some degree of flexibility. • Dr. Tracy confirmed with the group that the process will take three-five years to roll out. • Many positive aspects were discussed that will continue to support learn on demand: the main aspects were, quality control and courses that have a significant degree of rigor. • There are four elements: Learn on Demand will be one unit, competency based, quality controlled and revenue-shared. The purpose is to focus on equality and create a model that will allow us to compete with the Phoenix’s of the world. The model will be tailored specifically to online degrees to bring learn by term and learn on demand together as one competency-based model. • It was suggested that every college should have an opportunity to play a role in the process and that curriculum should continue to be faculty-driven. • KCTCS CAO Representative shared with ALT that the group was very interactive and engaged. The members of the group showed a good understanding of what their colleges are going through. The focus was on Faculty and students. Generally, Dr. Tracy did a very good job at listening and being very open to make sure everyone’s input is valued during the process. A lot of the members on the committee are very knowledgeable about our college, our system and that provides a lot of credibility. Overall, the driving force from the systems and CPE is expediency. Our focus is on pushing our students to try new things, allow students to explore their educational/career options and be mindful that the student’s aspirations fit with the institution. • Variables that the committee are currently reviewing are developmental hours, undeclared majors, health programs, transfer credit, socioeconomic reasons, and advising. 	
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	<p>Faculty Release Time</p> <ul style="list-style-type: none"> • Will continue to review at the systems level. Committee members were advised to share with their colleges that each area should evaluate those who have release time and make sure that our faculty resources are utilized in the best way to benefit the college and our students. <p>COMPASS</p> <ul style="list-style-type: none"> • Proposal will be presented in mid-January for COMPASS replacement. <p>Dean Vacancy</p> <ul style="list-style-type: none"> • Decision is being worked on. <p>Sabbatical Update</p> <ul style="list-style-type: none"> • LET discussed the issue and at this time the topic will be tabled until further review by Dr. Julian. <p>Title IX-It's on Us</p> <ul style="list-style-type: none"> • Title IX assessment must be completed by December 1. This is a mandatory requirement and must be completed. There will be repercussions for people who do not complete the training. 	
New Business	<p>Rebecca opened the floor for discussion.</p> <p>ALT Retreat January 8, 2016 from 1pm to 4pm</p> <ul style="list-style-type: none"> • Please add this date to your calendar. This will be our first meeting for the spring 2016 semester. Please complete questions that have been sent to ALT and submit to Dean Feeney by November 25. <p>Late Registration</p> <ul style="list-style-type: none"> • Vicki Partin will be available in her office during late registration to assist program coordinators. Vicki has the authority to override and add students to escrow and new courses added for spring. • ALT agreed that AD's will be copied on all emails sent by Program Coordinators to request overrides during late registration. <p>New Program Initiatives (Please refer to handout)</p> <ul style="list-style-type: none"> • Dean of Academics and Workforce discussed with ALT a statewide initiative regarding shortages across the state in IT jobs. Business and Industry evaluated these shortages and have advocated that many grants are available to provide business and industry training. The grants will allow colleges to meet the business and industry needs of communities. • ALT was advised to read the material and think of ideas and suggestions that we could use to provide boot camp trainings within our communities. • Dean of Academics and Workforce emphasized that this initiative will allow the college to position ourselves to market our programs and fully utilize these federal grant funds to generate revenue and meet the needs of our college. The programs do not have to be accredited. This would be a new way to recruit students and really connect with our industry. <p>ETPL Initiative</p> <ul style="list-style-type: none"> • New legislation for the Workforce Innovation & Opportunity Act of 2014 (WIOA) called for an overhaul of the ETPL system. • Any institutions who received tuition payments from WIOA must be registered in the ETPL system. 	

	<ul style="list-style-type: none"> Over the last three years, our college received \$216K in Adult and Dislocated Worker training dollars, with an additional \$200K in funds being paid to our workforce development area. Systems Office has been informed that the Education and Workforce Department Cabinet will no longer provide these funds to our college if the data collection component of the registration process is not complete. Before our college can be approved to receive funding, every program that is entered into the system must be approved by the ETPL Coordinator, Mike Riley. The programs of study will be equally divided between the DOM's, Academics Senior Administrative Assistant and Student Billing. The Academics Senior Administrative Assistant will provide program instructions, assigned programs of study, a spreadsheet to assist with calculating the cost for tuition, fees and supplies and log-in requirements to access the training module on Monday, November 30. 	<p>ETPL Initiative An ETPL representative must be assigned at each institution to assist with maintaining the database and auditing the system on a quarterly basis with a report due to Mr. Mike Riley, the OET State EO Coordinator, annually.</p> <p>There are 89 programs of study that must be entered by December 11.</p>
Additions	<p>Rebecca opened the floor for discussion.</p> <p>NOCTI</p> <ul style="list-style-type: none"> In between terms registration process will be updated for the testing center. Currently the fee is \$33.50 per test. Distance Learning Representative shared with ALT that the college has agreed that NOCTI exams will charge the actual cost to the institution for students. It was suggested that we start a discussion when we return from break to see how this fee may impact the programs of study that use this exam. 	
Reminder	Last ALT meeting of the fall semester will be December 1, 2015.	
Upcoming Deadlines	<p>December</p> <p>Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review</p> <p>Dec. 1 Regional Campus Fall 2016 class schedule meta-analysis; division room swap [second hour of ALT]</p> <p>Dec. 4 ALT members submit Fall 2016 class schedules to Vicki Partin</p> <p>Dec. 4 Division forwards at least two names (with strengths and weaknesses) of Assistant Dean finalists for interviews</p> <p>Dec. 4 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Dec. 6 End of class work</p> <p>Dec. 7-13 Final Examinations</p> <p>Dec. 11 Technical program coordinators submit Program Health Reviews to Assistant Deans and Deans</p> <p>Dec. 19-Jan. 3 College Closed</p>	
Adjournment	Meeting adjourned at 3:30 p.m.	
Next Meeting	December 1, 2:00 p.m.	