

Academics Leadership Team Meeting Minutes		
Date: November 29, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Tammy Liles Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, 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 a “Leadership Practices Questionnaire Self Assessment.” Then the group discussed their survey results. 	
Approval of ALT Minutes from 11/10/16 and 11/15/16	<ul style="list-style-type: none"> Minutes from the meeting held on 11/10/16 and 11/15/16 were approved. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Dean Karen Mayo discussed program proposals for the Changing Classroom Cultures Conference. The AD of AHNS stated that faculty in her Division want to know more about SharePoint and other areas of technology. After talking about potential topics for the conference, the VP of AWD requested that ALT members submit a program proposal and ask those in their areas to submit three or 4 additional proposals before institutional closing, if possible. The AD of BCIS announced that Sandra Ellis, a retired faculty member from BCIS, passed away. Then she inquired about the possibility for the Testing Center to be open in the evening, especially during mid-terms and finals. In response, Dean Rebecca Simms said that she would check on it. The AD of BCIS also discussed computer lab changes. 	The VP of AWD requested that ALT members submit a program proposal for the 2017 Changing Classroom Cultures Conference, and he requested that they ask those in their areas to submit 3 or 4 additional proposals before institutional closing, if possible.
Follow-up from previous ALT Minutes	<p>December 1 ALT Cancelled Dean Karen Mayo reported that a notice was emailed to ALT about the cancellation of the December 1 ALT meeting.</p> <p>Faculty Credential File Revision Update No additional updates were reported.</p> <p>Example PPE’s (EE, ME, M, NI) due to Dean by Friday, December 2 Dean Karen Mayo reminded the ADs to submit their PPE examples to their Deans electronically by December 2, 2016.</p> <p>Feedback on Notes in Schedule due by December 13 Dean Karen Mayo reminded members that she needs feedback on the notes Vicki Partin put together by December 13, 2016.</p> <p>Spring 2017 ALT Meetings – Facilitator Sign Up The VP of AWD requested that members sign up to facilitate the Spring 2017 ALT meetings.</p> <p>ASTRA Scheduling Reports The VP of AWD provided information about the ASTRA scheduling reports.</p>	<p>Dean Karen Mayo reminded the ADs to submit their PPE examples to their Deans electronically by December 2, 2016.</p> <p>Dean Karen Mayo reminded members that she needs feedback on the notes Vicki Partin put together by December 13, 2016.</p> <p>The VP of AWD requested that members sign up to facilitate the Spring 2017 ALT meetings.</p>

	<p>Division Goal Discussion</p> <p>The VP of AWD discussed information received from one Division concerning goals, and he stated that it is an opportunity for Divisions to give feedback on priorities.</p>	
BCTC Holiday Reception	<ul style="list-style-type: none"> The VP of AWD announced that the BCTC Holiday Reception would be held Friday, December 2, 2016, at the Newtown Campus Classroom Building from 1:00 p.m. to 2:30 p.m. 	The VP of AWD announced that the BCTC Holiday Reception would be held Friday, December 2, 2016, at the Newtown Campus Classroom Building from 1:00 p.m. to 2:30 p.m.
Advising Update	<ul style="list-style-type: none"> The VP of AWD announced that Dean Karen Mayo is stepping up as the lead for Advising. 	
Faculty Meeting December 2, 2016 3:00 p.m. at Newtown	<ul style="list-style-type: none"> The VP of AWD requested that ALT members attend the full faculty meeting scheduled at 3:00 p.m. on Friday, December 2, 2016, at the Newtown Campus Classroom Building. 	The VP of AWD requested that ALT members attend the full faculty meeting scheduled at 3:00 p.m. on Friday, December 2, 2016, at the Newtown Classroom Building.
CPE Academic Leadership Development Institute Nomination	<ul style="list-style-type: none"> The VP of AWD gave an overview of the CPE Academic Leadership Development Institute, and he requested that ALT provide information to their areas about it and ask them to submit nominations. 	The VP of AWD requested that ALT provide information to their areas about the CPE Academic Leadership Development Institute, and he asked them to submit nominations.
Adding events in ASTRA	<ul style="list-style-type: none"> The VP of AWD talked about adding events in ASTRA, and a discussion followed. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of CHLSS announced that students in the Division would be honored at the Newtown Campus on December 6, 2016. It was noted that 70 people attended the Division's last recognition event. The AD of BCIS discussed the upcoming Hour of Code event and stated that she had sent out an email concerning it. The AD of Mathematics and Statistics announced the Division would have a holiday party on Tuesday, December 6, 2016. The Interim AD of AMT stated that AMT is in the process of moving to the new Georgetown Campus and that some students have volunteered to help with the move after finals week. Dean Karen Mayo reported that Beth Healander, BCTC's College Readiness Coordinator, is working directly with the GED Program. Dean Tammy Liles reported that the Workforce Readiness Skills initiative application has moved on to the next step. In addition, she noted that she would be sending out two needs surveys in Winchester. The AD of Workforce Solutions is preparing for NOCTI testing. In addition, she said that Workforce Solutions is working with Smuckers and has a TRAINS project there. The Dean of Academic Support reported that Compass testing ends on November 30, 2016 and that Wonderlic starts on December 1, 2016. She noted that some sites are doing Wonderlic practice tests, which consist of two twenty-minute timed tests. In addition, she stated that December 3-6, 2016 she would be attending the SACS Conference in Atlanta, Georgia, and she asked if there were any questions pertaining to SACS. 	

	<ul style="list-style-type: none"> The Dean of Workforce Development stated that the equipment has been installed at the new Georgetown Campus. She invited ALT to Georgetown on Tuesday, December 13, 2016. The VP of AWD noted that BCTC vans would be available for the trip. The AD of Humanities announced that the Humanities annual holiday potluck would be held on Thursday, December 8, 2016, and she invited ALT. The VP of AWD announced that the ALT holiday gathering would be held Friday, December 9, 2016. <p>Scheduled program updates</p> <ul style="list-style-type: none"> The AD of AHNS announced that Mary Bailey, a Cosmetology/Esthetics faculty member, is retiring. In addition, she announced that Biology has planned an outstanding student recognition. The Interim AD of Nursing reported that Nursing has three vacant faculty positions. She noted that two of five positions have been filled. <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"> It was reported that SDEM meets Thursday, December 1. It was requested that Public information and Marketing set up a meeting. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> It was noted that Dean Tammy Liles or Dean Rebecca Simms would present at the next meeting. <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 would present at the next meeting. <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 gave an overview of the civility initiative, and he discussed the position list. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on Friday, December 2, 2016. 	
Woohoo Awards	<ul style="list-style-type: none"> Greg Feeny presented one of the Woohoo Award to Tammy Liles for her leadership. Yasemin Congleton gave the other Woohoo Award to Kevin Dunn for his technology savvy. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>November</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</p>	

	<p>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 3:30 p.m.	
Next Meeting(s)	Tuesday, Dec. 13, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Rebecca Simms	