

Academics Leadership Team Meeting Minutes

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| Date: December 1, 2015 Time: 2:00 p.m.-4:00 p.m. | Facilitator: Jackie Wiseman 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, Susan Hayes

Guest: Yasmin Congleton, Regional Campus Directors-Rhonda Wheeler and Erin Tipton

| Agenda/Issue | Discussion | Action |
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| Approval of ALT Minutes from 11/24/15 | Jackie opened the floor for approval of minutes from 11/24/15. <ul style="list-style-type: none"> • Minutes were approved. | |
| Advising/Registration Discussion | <p>Jackie opened the floor for discussion.</p> <p>SACS advising meeting</p> <ul style="list-style-type: none"> • Committee met on November 13. Surveys were compiled to find common themes in advising based on graduate and student surveys administered at the college. Communication was the main concern. The results of the survey also found that many students are not attending priority registration in October and are waiting until November. • The committee discussed suggestions for those who register early. The committee is looking into incentives that can be provided to students that will not affect the cost of the college. • Another meeting will be held in January, with a follow-up in February after late registration. <p>Late registration</p> <ul style="list-style-type: none"> • Advising is looking into providing an early late registration in December. Advisors will be available to get current students registered before late registration begins in January. • Several suggestions were made to combat retention issues concerning those students who register late. Advising is looking into not have advising during the second week when classes start. • A member of ALT asked the Advising Representative to present the following question at the next meeting: “Can advising look at trends to evaluate how we can get those students who register late more actively engaged?” <p>Mandatory Advising</p> <ul style="list-style-type: none"> • Advising is currently evaluating suggestions on how to make advising more effective for our students. The committee is considering the possibility of replacing assigned advising for general education with an advising team that would be located in a centralized location to assist students. • AD’s were reminded to place a sign outside of their offices at Cooper and Leestown to remind students that late registration will occur at Newtown. Advising Representative will provide ALT with a late registration sign to place outside of their offices. • Advising and Assessment is currently presenting the suggestions to Dr. Julian to review. A plan of action will be provided in the spring to be implemented in fall 2016. • As of December 1, there are roughly 6300 students that need to be advised for spring 2016. <p>New Advisors</p> <ul style="list-style-type: none"> • All new advisors will be required to shadow a program advisor for at least 2 hours before they advise students. | |

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| Fall 2016 Meta-analysis and division room swap | <p>Jackie opened the floor for discussion.</p> <p>Danville Campus</p> <ul style="list-style-type: none"> • ALT discussed Danville RM 120. Math and Stats had requested RM 120 for MAT150 but will need to change the classroom so the class can be offered back to back. Several classroom issues were presented for review that affected Humanities, CHLSS and Nursing as well. • The Danville Campus Director will review the past history of classroom allocations in PeopleSoft and make a suggestion. After reviewing the room grid, there was no space available to move sections. ALT suggested that some section times may need to change. • ALT agreed that every division who currently has a conflicting course and/or time at Danville Campus for fall 2016 will be reviewed. AD's will discuss issues with Vicki Partin to see if room ownership changes or additional suggestions to accommodate class schedules are possible for fall 2016. <p>Lawrenceburg Campus</p> <ul style="list-style-type: none"> • There were no issues at Lawrenceburg. • The Campus Director suggested to move Math and Stats from RM 163 to RM 138. ALT approved the change. <p>Cooper Campus AT203</p> <ul style="list-style-type: none"> • Math and BCIS currently share the classroom. ALT agreed that AT203 will be re-assigned to BCIS for the whole semester. | Fall 2016 Meta-analysis and division room swap will be discussed again in January. |
| Old Business | <p>Jackie opened the floor for discussion.</p> <p>Good News</p> <ul style="list-style-type: none"> • AD of AHNS is on the AACRAO strategic enrollment management committee and attended the first committee meeting last week. As the representative for our college, she was asked to research benchmark colleges and what colleges we would like to aspire to be. Research showed that BCTC was listed #14 as the best valued school for online programs. CIT and Medical Information were highlighted as part of the report. <p>BRAC Report</p> <ul style="list-style-type: none"> • No new reports. Committee will meet December 4, 2015 and will continue to prioritize categories. <p>Workgroup Reports: LET and SDEM will meet this week.</p> <p>LET Report</p> <ul style="list-style-type: none"> • VP of Academics will send draft of strategic goals and metrics through 2022 to ALT to review. Highlighted items are CPE and KCTCS goals. • APT will not meet this Thursday, December 3. There is a facilities meeting at 2 p.m. at Leestown. Please plan to attend. • Holiday reception and retiree celebration is December 9th at 3 p.m. at Leestown. <p>Title XI training update</p> <ul style="list-style-type: none"> • There are currently 20 adjuncts that still need to complete the training. ALT was advised to reach out to their program coordinators to inform adjuncts that the training must be completed by December 1. Interim VP of Academics will check with HR to verify when new hires for spring must have the training completed. | |

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| New Business | <p>Jackie opened the floor for discussion.</p> <p>KCTCS Leading Educator Academy/Master Trainer-May 10-13, 2016</p> <ul style="list-style-type: none"> • Systems Office has requested each college to select a participant by January. Office for PD and innovation will cover the cost and travel for this initiative. The participant must be active in professional development in the college and should be a faculty member that we would like to develop to step into this role. • A member suggested that this would be a great opportunity for us to efficiently use our faculty to promote professional development and receive a good return on our investment. • List will be discussed in ALT in January. <p>List of classes from each division for late registration in January</p> <ul style="list-style-type: none"> • Send list of courses to Interim VP of Academics so he can review and discuss with Becky. | <p>KCTCS Leading Educator Academy/Master Trainer-May 10-13, 2016</p> <p>Submit your list of participants via email to the VP of Academics by December 18th.</p> <p>List of classes from each division for late registration in January</p> <p>Due by Thursday, December 3.</p> |
| Additions | <p>Jackie opened the floor for discussion.</p> <p>KCTCS Technical Skills Industry Survey</p> <ul style="list-style-type: none"> • Other COA's at other colleges are doing a lot of different things. AD's agreed that the information can be pulled from the NOCTI exams to assist with the technical skills survey. If there are no technical programs in divisional areas, they are required to only administer the soft skills survey. <p>Thank you to ALT</p> <ul style="list-style-type: none"> • Tri announced his appreciation and thanks to ALT for the opportunity to serve as the Interim VP of Academics. Tri announced his retirement and stated that he has really enjoyed serving in this role and wishes our college a lot of continued growth and success. <p>2015 Hour of Code</p> <ul style="list-style-type: none"> • 300 K-12 students will be coming on December 14-16 to visit our campus. Volunteers will be needed to assist and lead groups. Members were reminded that they do not need to know how to code in order to participate. During the event, the BCIS will be celebrating the 200th birthday of Ada Lovelace, the first woman to have written instructions for the first computer program in the mid-1800s. • The purpose of the event is to show people that coding is not scary and that anyone can code. Everyone is invited to attend. • Please register to volunteer for the event at: http://www.signupgenius.com/go/8050a4ba5af2ba75-2015. <p>Adjunct orientation</p> <ul style="list-style-type: none"> • Orientation will be held the first Friday after institutional closing. Information and an invite will be shared with the program coordinators. BB, gradebook, syllabus and file sharing will be covered. <p>Online Population</p> <ul style="list-style-type: none"> • ALT discussed the BCTC student online population that are taking KCTCS courses at other campuses. A member shared with ALT that research has been conducted and found that currently, we have lost 575 students who are enrolled in courses at other schools. • ALT suggested that we should reach out to and convince these students to switch to Bluegrass classes. To be proactive, ALT was advised to start thinking about how we can fit this in to promote | <p>2015 Hour of Code</p> <p>ALT was advised to share the information with their areas to see if people are available to assist in honor of computer science information week.</p> |

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| | <p>better during advising. The focus will be to contact students who can easily be transferred into an open section at BCTC.</p> <ul style="list-style-type: none"> • The Distance Learning Representative will produce a list of students who are currently BCTC students taking multiple courses and are enrolled at other KCTCS colleges. A report will be provided to ALT and correspondence will be created to communicate with these students. • This serves as a great way to produce tuition revenue for the college. <p>Advising Evaluation Return Rates</p> <ul style="list-style-type: none"> • Interim VP of Academics will follow-up with IPRE and provide a report back to ALT. | |
| Reminder | ALT's White Elephant Party will be held on December 9, 2015. AD of BCIS will host the party. A list will be sent to sign-up for food. Directions will be provided to the party location. | |
| 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 3:40 p.m. | |
| Next Meeting | ALT Retreat January 6, 2016 from 1pm to 4pm | |