

<b>Academics Leadership Team Meeting Minutes</b>		
Date: December 13, 2016 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Rebecca Simms 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):		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome	<ul style="list-style-type: none"> <li>Members were welcomed to the meeting which was held at the new Georgetown Campus.</li> </ul>	
Leadership Highlight	<ul style="list-style-type: none"> <li>The facilitator gave an overview of a video by Drew Dudley, <i>Everyday Leadership</i> (Ted Talk September 2010). Then members shared their experiences similar to those referenced in the video.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>Dean Mayo reported the document was posted on the website for low enrollment of students. After a brief discussion, ALT members requested that Dean Mayo revise and post the online document also.</li> </ul>	ALT members requested that Dean Mayo revise and post the online document for low enrollment of students also.
Approval of ALT Minutes from 11/22/16 and 11/29/16	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 11/22/16 and 11/29/16 were approved.</li> </ul>	
Follow-up from previous ALT Minutes	<p><b>Advising Update</b></p> <ul style="list-style-type: none"> <li>The VP of AWD discussed the importance of the role of advising with ALT. After a lengthy discussion, the group decided that a workgroup would be formed and would include an Academic Dean, an Assistant Dean, and faculty.</li> </ul> <p><b>Faculty Meeting, 12/2/16</b></p> <ul style="list-style-type: none"> <li>The VP of AWD provided an overview of the faculty meeting that was held at the Newtown Classroom Building on December 5, 2016, and a discussion followed. It was noted that members heard positive comments about the meeting.</li> </ul> <p><b>Notes in Schedule due by December 13</b></p> <ul style="list-style-type: none"> <li>Dean Mayo reported that she only received one comment concerning the notes in the schedule. She added that she would let Vicki Partin know the notes have been reviewed and approved by ALT.</li> </ul> <p><b>CPE Academic Leadership Development Institute Nomination</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reported that two nominations for the CPE Academic Leadership Development Institute have been received. He added that he will follow up with the ADs.</li> </ul> <p><b>Division goal discussion</b></p> <ul style="list-style-type: none"> <li>The VP of AWD encouraged ALT to continue the Division goal conversation with their areas.</li> </ul>	<p>Dean Mayo said that she would let Vicki Partin know the notes in the schedule have been reviewed and approved by ALT.</p> <p>The VP of AWD said that he would follow up with the ADs about the nominations for the CPE Academic Leadership Development Institute.</p> <p>The VP of AWD encouraged ALT to continue the Division goal conversation with their areas.</p>
Courses to Schedule Once Per Year	<ul style="list-style-type: none"> <li>Dean Mayo gave feedback on the information she received about courses to schedule once per year. Then she said that more time would be given for the information to be provided. She asked members to have a discussion with their Coordinators, find out which courses should or should not be marked off the list, add courses that should be added, and send the list back to her before the ALT meeting on January 3, 2017. She noted that changing from fall or spring would not matter. When concluding, Dean Mayo noted that the revised list would be sent to Vicki Partin.</li> </ul>	Dean Mayo asked members to find out which courses should or should not be marked off the list, add courses that should be added, and send the list back to her before the ALT meeting on January 3, 2017.

Megowan Building	<ul style="list-style-type: none"> <li>Dean Mayo reported that ASTRA was used to schedule a room in the Megowan Building at the Newtown Campus. She said that rooms in Megowan could only be used after being scheduled by Sheila Simpson, Newtown Campus and Outreach Coordinator. Dean Mayo asked that ALT members let those in their areas know the scheduling procedure for Megowan. She added that Sheila Simpson would make sure others do not have access in ASTRA to schedule rooms in the Megowan Building.</li> </ul>	Dean Mayo asked that ALT members let those in their areas know the scheduling procedure for the Megowan Building at Newtown.
PPE Evaluations	<ul style="list-style-type: none"> <li>The ALT members reviewed the PPE examples provided, and a lengthy discussion followed.</li> </ul>	
Printing	<ul style="list-style-type: none"> <li>The VP of AWD reported that some printing budgets are getting low. He requested that ALT members ask those in their areas to watch their printing budgets, identify other funds in their budgets to use for printing, and transfer the other funds to printing before their printing budgets are depleted.</li> </ul>	The VP of AWD requested that ALT members ask those in their areas to watch their printing budgets, identify other funds in their budgets to use for printing, and transfer the other funds to printing before their printing budgets are depleted.
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The AD of Mathematics and Statistics reported that the math lab at Leestown now has furniture in it.</li> <li>The AD of CHLSS reported that an outstanding student recognition and award program was held.</li> <li>The AD of AHNS reported that NASA has awarded Tracey Knowles a grant for a solar eclipse project.</li> <li>The AD of Workforce Solutions reported that two large TRAINS projects are in process, one with Toyota and another with Smuckers.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>Dean Liles reported that the new Paramedic and Supply Change Management Program has been approved by KCTCS and would be sent on to SACS.</li> <li>In addition, Dean Liles reported that the advanced Associate Degree Nursing Program has over 40 students enrolled in it for Spring 2017 and that Pharm Tech would get new equipment.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>CCCC, 3/24-25/17</li> </ul> <p><b>Changing Classroom Cultures Conference</b></p> <ul style="list-style-type: none"> <li>CCCC, 3/24-25/17, Proposals Due 01/22/17 <a href="http://www.bluegrass.kctcs.edu/Professional_Development/CCCC2017.aspx">http://www.bluegrass.kctcs.edu/Professional_Development/CCCC2017.aspx</a></li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>The recent SDEM meeting was discussed. Information was provided about the requirements for college military credits and financial aid. It was noted that Runan Pendergrast, Associate Dean of Financial Aid, would be attending the ALT meeting on January 17, 2017 to discuss the requirements.</li> </ul>	It was noted that Runan Pendergrast, Associate Dean of Financial Aid, would be attending the ALT meeting on January 17, 2017 to discuss the requirements for military credits and financial aid.
Goal Progress	<p><b>4 Annual Priorities</b></p> <ul style="list-style-type: none"> <li>It was noted that Dean Tammy Liles would report in January 2017.</li> </ul> <p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul> <p><b>AWD Goals</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul>	

	<p><b>SEM Plan</b></p> <ul style="list-style-type: none"> <li>• There were no updates reported.</li> </ul>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>• The VP of AWD gave a brief overview of initiatives that President Julian discussed with LET. He added that more information would be coming from Dr. Julian in January 2017.</li> <li>• He reported that Academics and Workforce had a good conversation with Jessamine County last week which may result in some new partnerships.</li> <li>• In conclusion, the VP of AWD noted that the positions list was discussed.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>• The next meeting has been scheduled on January 6, 2017.</li> </ul>	
Woohoo Awards	<ul style="list-style-type: none"> <li>• Tammy Liles presented a Woohoo Award to Steve White for the student recognition event that his CHLSS Division recently held.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>December</b></p> <p>Dec. 1-12 Supervisors meet with staff (faculty as needed) for mid-year review</p> <p>Dec. 5-11 Final Examinations</p> <p><b>Dec. 17-Jan. 1 College Closed</b></p> <p><b>January</b></p> <p>Jan. 2 2nd round Spring Cancellation of Classes</p> <p>Jan. 5 Cancellation of remaining Spring escrowed classes</p> <p>Jan. 6 Cancellation of Classes</p> <p>Jan. 6 Faculty Council meeting 1:00-3:00, Newtown Campus</p> <p>Jan. 8 Letters of evaluation for Full Professor due to Beverly Drake</p> <p>Jan. 9 Class work begins</p> <p>Jan. 9-13 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Jan. 9 Beverly Drake notifies Assistant Deans about letters of evaluation for Full Professors not yet received</p> <p>Jan. 9 Letters of evaluation for Associate Professor due to Beverly Drake</p> <p>Jan. 9 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office</p> <p>Jan. 10 Vicki Partin sends 1st proof of the Summer 2017 class schedule to ALT</p> <p>Jan. 11 Beverly Drake notifies Assistant Deans about letters of evaluation for Associate Professors not yet received</p> <p>Jan. 12-13 Registration continues only for faculty-approved classes</p> <p>Jan. 13 Deans submit Program Health Reviews to Vice President</p> <p>Jan. 13 New Assistant Deans announced by President Julian</p> <p>Jan. 13 PRNs for Full Professor due to Beverly Drake</p> <p>Jan. 13 Letters of evaluation for Assistant Professors due to Beverly Drake</p> <p><b>Jan. 16 Academic Holiday (Martin Luther King, Jr. Day)</b></p>	
Adjournment	Meeting was adjourned at 3:55 p.m.	
Next Meeting(s)	Tuesday, January 3, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Laura Lynch	