

# AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
9.12.2017	2:00 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Yasemin Congleton	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson	
Guests	Laura Parrish, Pete Hylan, David Ruth, Mara Burton, DeAnna Pelfrey	
ITS Related Projects and Course Charges		
Laura Parrish, Pete Hylan, David Ruth, Mara Burton, DeAnna Pelfrey		
Discussion		
<p>The facilitator welcomed Laura Parrish to the meeting. She gave an update on ITS processes and equipment requests. She noted there is currently no rotation for computers as in the past. She said that many computers are four years or more out of warranty and that ITS is doing its best to keep everyone functioning. She added that in the past most computers were purchased with 4 years of warranty and that has been changed to 3 years of warranty as a cost savings measure. She said there are very few computers on hand. Some asked whether or not the equipment at Leestown could be deployed to another technical program. Laura said the computers and equipment could be redeployed to areas where technical students have open access like a one stop or open lab and that ITS is doing that as much as possible. She said that the new campus at Georgetown gave ITS the opportunity to work toward a new equipment replacement model by concentrating on one campus instead of individual programs at multiple campuses. She added that the new model works better with a limited ITS staff as well. She noted that Leestown is scheduled next. She said that she would like to talk with Tammy, Yasemin, and the AHNS Coordinators concerning the move to Newtown. She noted that it will be a tight time frame with the upcoming moves. She reminded everyone about planning for Perkins and contacting her about needed items so she can work on quotes. Then she briefly discussed other cost savings measures that could be considered. When concluding, Laura asked everyone to let her know if they have things they know are coming up that have an IT commitment. Dr. Feeney thanked Laura for presenting the ITS update and asked that ITS send him an email concerning any ITS requests for information and upcoming ITS deadlines.</p>		
The facilitator welcomed Pete Hylan (Barnes & Noble Bookstore), David Ruth		

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(Barnes & Noble Bookstore), Mara Burton (Coordinator of KCTCS Learn on Demand and Course Charge), and DeAnna Pelfrey (BCTC Scheduling Coordinator) to the meeting. Pete gave an overview of what is currently happening with course charge. He said that due to expiring KCTCS publisher agreements, the course charge pricing is being updated for all publishers by Summer 2018. He explained that many of the contracts with the \$68.75 course charge have already expired. He said that Cengage had stepped up and was the first company to offer a \$50/\$80 course charge for Spring 2018. He noted that Cengage has an online price guide. He added that if faculty know the author and/or title they want, then they can search and pull up the pricing on Cengage.com. He gave an example of an online Cengage price at \$90 with the course charge at \$80. David added that he had searched course charges at Cengage.com and encouraged others to do so. Pete reminded everyone that it is only Cengage that is changing for Spring 2018 and that McGraw Hill and Pearson would still have the \$68.75 course charge until Summer 2018. Mara gave a brief overview of the Course Charge Model and provided a handout that included her contact information as well as contact information for book publisher representatives and bookstores. Then DeAnna discussed BCTC's course charge process and said they are scheduled to be sending that information to the Registrar on September 15. Dr. Feeney asked DeAnna if a one-week extension could be arranged with BCTC's Registrar due to the current circumstances with course charges. She said that she would check into it and get back to him. Dean Mayo briefly discussed student billing and explained why the turn-around time is short on the course charge process. Then she asked that ADs and Deans remind faculty about the course charge process. Dr. Feeney added that everyone needs to make sure that faculty know about the course charge changes. A discussion followed. Then the facilitator thanked Pete, David, Mara, and DeAnna for providing the important information.

Conclusions	
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Action Items	Person Responsible	Deadline
ADs and Deans to let faculty know about course charge changes	Everyone	
DeAnna to check with Registrar on one-week extension (September 22) for course charges	DeAnna Pelfrey	

## Leadership Highlight

"How Can I Help?"	Pages 83-102
Discussion	The facilitator asked members to share their thoughts about the chapter, "How Can I Help?" Then members discussed the chapter and provided feedback.

Conclusions	
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Action Items	Person	Deadline
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		Responsible	
The facilitator asked the group to read pages 103-135 (“What Truly Matters?”) and be ready to discuss those pages at the next meeting.		Everyone	9/19/17
<b>Essential Agenda Additions</b>			
Everyone			
Discussion			
Melanie Williamson reported that Stephanie Fitch had recently done outreach at Elkhorn Crossing. In addition, Melanie suggested that Britney Emmons in Admissions be invited to an upcoming ALT meeting.			
Beth Healander reported that some students have been having difficulty with financial aid due to being registered for three 16-week classes and one 12-week class. She said they do not have money to buy books. Dr. Feeney said that he would check on it. In addition, Beth said the “It’s On Us” training provides information about Title IX and she feels the information should be on BCTC’s website with a link. Dr. Feeney said it should be on the Syllabus Checklist, too. A brief discussion followed. The facilitator referred it to the Syllabus Workgroup.			
Dean Mayo reported that she received an update from DeAnna on the deadline extension request for course charges and that an extension is being discussed, but the initial one week requested was not an option. Dean Mayo said it is critical that everyone work with Coordinators to get that information to the Scheduling Coordinator by the Wednesday, September 13, deadline.			
Conclusions	DeAnna Pelfrey reported the extension to September 22 on the deadline for course charges to the Record’s office would not work.		
Action Items	Person Responsible	Deadline	
Invite Britney Emmons in Admissions to an upcoming ALT meeting.	Barbara		
Students registering for three 16-week classes and one 12-week class that are not able to buy books due to difficulty with financial aid – will check on it	Dr. Feeney		
Title IX contact information on Syllabus Checklist	Melanie Williamson		
Work with Coordinators to get course charge information to the Scheduling Coordinator by Sept. 13 deadline.	Everyone	9/13/17	
Follow up with Scheduling Coordinator on changes in process for spring 2018 course textbook fees.	Dean Mayo		
<b>ALT Minutes (9/05/17)</b>			
Everyone			
Discussion			
Minutes from the meeting held on 9/05/17 were approved.			

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Conclusions		
Action Items	Person Responsible	Deadline
<b>Follow up from previous ALT minutes:</b>		
Everyone		
Discussion		
<p>“It’s On Us” Training: Steve reported there were still a lot of problems with accessing the training. Yasemin said some are able to access one portion of the training and not the others. Beth said she provided the information to her Division about contacting Jane Goatley with problems, but Jane said they should email Lawroom support. Melanie Williamson said she would forward an email to ALT with information about Lawroom support.</p>		
<p>PPEs (planning process, AD support in promotion process) Q &amp; A: On the PPE, Kausha said there is a place for the hire date and the date for current job, and she asked for clarification. Steve explained the current job is the date the employee received his/her last promotion. In addition, Kausha inquired about educational leadership and what it constitutes. Dr. Feeney suggested that ADs and Deans discuss educational leadership items that have evidence that can be shown for it. He added that unique educational leadership information should be addressed in the ADs letter. The group requested that PPEs be kept on the agenda as a follow up item.</p>		
<p>Faculty Advising: Dean Mayo reported that Clovis Perry has made an 18-minute video for SAP appeals that should be ready by the end of the week. She said some Divisions are having someone come in to speak about SAP appeals and that Runan Pendergrast and Michael Birchett are available to speak. She suggested that the video could be shown with someone coming in and talking about the key points afterwards and the video could be available for those who are not able to attend the meeting. After an inquiry, Dean Mayo noted that most SAP appeals would be needed in December. Then she said with the new advising model it is important to document the issues and ways to address the issues that arise with faculty advisors, and she reminded everyone that she had emailed a template to be used. After another inquiry about special populations in assigning advisees, Dean Mayo said that a meeting was scheduled for the end of September to discuss the process. Then Dr. Feeney discussed advising models, new models for improvement, and making sure advisors communicate with advisees. He provided some examples, suggested comprehensive outreach to advisees, and encouraged everyone to communicate with faculty about advising. When concluding, he noted that the new model discussed earlier had been put on hold that would have provided for Student Development staff and professional advisors to be assigned to AA, AS, pending, and undecided first year students.</p>		
<p>Dean Simms made some brief comments about advising and said that if we want to improve advising outcomes, then we have to improve advising. Laura Lynch</p>		

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<p>explained how she helps students be responsible for advising. Steve White said that sometimes students wait until final exam week to seek advising. Yasemin Congleton suggested sending advisees a reminder and letting them know the dates, times, and place the advisor is available for appointments.</p>			
<p>Distance Learning Quality Review Process: Kevin reported that he has not received feedback and requested that members send him any feedback they have. He added that the committee would be able to meet on Friday, September 15.</p>			
<p>Conclusions</p>			
<p> </p>			
<p>Action Items</p>		<p>Person Responsible</p>	<p>Deadline</p>
<p>Agenda Item for follow up at next ALT meeting: PPEs (planning process, AD support in promotion process) Q &amp; A</p>		<p>Everyone</p>	<p>9/19/17</p>
<p>Melanie Williamson said she would forward an email to ALT with information about Lawroom support for access to the "It's On Us" training.</p>		<p>Melanie</p>	<p>9/12/17</p>
<p><b>Program Advisory Committees</b></p>			
<p>Dr. Feeney</p>			
<p>Discussion</p>			
<p>Dr. Feeney said that Barbara does an audit a couple of times a year on the Program Advisory Committee information. He noted that he had provided that information to the Deans to clean the list up then said the Deans would work with ADs to update their information if needed. Dean Mayo said she would like a new Program Advisory Committee list to be added each year so that historical data will be on hand.</p>			
<p>Conclusions</p>			
<p>It was agreed that a new Program Advisory Committee list should be added each year so that historical data will be on hand.</p>			
<p> </p>			
<p>Action Items</p>		<p>Person Responsible</p>	<p>Deadline</p>
<p>Update Advisory Program Committee lists.</p>		<p>Everyone</p>	<p> </p>
<p> </p>			
<p><b>Official Midterm Dates</b></p>			
<p>Kausha</p>			
<p>Discussion</p>			
<p>Kausha Miller inquired about proctored midterm dates and said the Academic Calendar has no mention of midterm on it. She said that she is taking it to the BCTC Rules Committee. A brief discussion followed.</p>			
<p> </p>			
<p>Conclusions</p>			
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<p>Action Items</p>		<p>Person Responsible</p>	<p>Deadline</p>
<p>Kausha will keep ALT updated.</p>		<p>Kausha</p>	<p> </p>

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<b>Coordinator Training - Sept. 8</b>		
Everyone		
Discussion	Steve reported that Alan Lawson did a good job presenting at the Coordinator Training.	
Conclusions		
Action Items	Person Responsible	Deadline
<b>Extra Item</b>		
<b>Division/Area Updates</b>		
All Divisions and Areas		
Discussion		
Melanie Williamson said the Informatics Academy had a good meeting and visit at the Georgetown Campus.		
Dean Simms reported that all dual credit enrollments have been submitted to the Registrar's office, and she said that Melinda LeMaster has been doing a good job.		
Ralph Potter reported that 27 manufacturing representatives from South Dakota toured the Georgetown Campus and are using it for a model.		
David Sturgill reported that all of the ESL classes are full and there is a wait list. He said the community refers many to the program, but there is not enough funding to serve all the needs. A short discussion followed. In addition, David thanked everyone for their instructor referrals to Adult Education.		
Dean Liles reported that a new faculty member was hired at Danville for Nursing. She reminded everyone about the NAMI walk in Lexington scheduled in October and encouraged members to support the walk. She added that she was pleased to report that Yasemin has started a faculty/staff highlight. She said that Yasemin interviews faculty and staff, asks about things they are doing such as projects they are leading or they have lead in the past, writes about it, and sends out the faculty/staff highlight to the AHNS Division. Tammy said she is learning a great deal about the faculty and staff in the AHNS Division and the great things they are doing. Yasemin added that she is going to do it with part-time faculty next year.		
Beth Healander was pleased to report that 84% of faculty in Humanities turned in their PPEs on time.		
Conclusions		
Action Items	Person Responsible	Deadline
<b>Division/Area Updates</b>		
Professional Development		

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Discussion		
Dean Mayo announced that Workforce Solutions and AMT would be presenting their programs this week during the Thursday Program Highlights.		
Dean Mayo said that everyone now has had the opportunity to sign in to the Franklin Covey training. She said that she would like for everyone to sign in this week and that by noon next Monday, September 18, she requested that everyone email her the top 3 areas/titles on which they want ALT to focus.		
Conclusions		
Action Items	Person Responsible	Deadline
Email Dean Mayo top 3 areas/titles for Franklin Covey training.	Everyone	Noon on Monday, 9/18/17
<b>Division/Area Updates</b>		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): Kevin reported that SDEM had met earlier in the day. He announced that ADs will be added as office managers under Starfish. He noted that ADs should have access to advisor calendars in Starfish. He reminded everyone that registration starts October 1. A brief discussion followed. He asked everyone to remind faculty to put advising hours in Starfish before October 1. Dean Liles asked when students would be getting an email about registration. Dean Mayo said there have been discussions about changing the process so that delayed the assigning process, and she noted that students would be assigned to an advisor by October 1.		
Marketing – (Tammy Liles): No update was reported.		
Finance and Operations – (Laura Lynch): Laura said the workgroup would meet on Friday, September 15, and that Jennifer Jackson would be sending the agenda.		
Conclusions		
Action Items	Person Responsible	Deadline
<b>LET/Academic Council Updates</b>		
Dr. Feeney		
Discussion		
Dr. Feeney asked Barbara to invite Alan Lawson to ALT to talk about Performance Measures. Dr. Feeney noted that most areas of the college do an outstanding job with community outreach and asked everyone to be sure to track their outreach.		
Dr. Feeney reminded everyone that committee lists have been distributed, and he asked everyone to review them.		
Dr. Feeney said he wanted to let ALT know there is some discussion of CPE's concern with overuse of diplomas.		

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Dr. Feeney noted that a new withdrawal process is being piloted at a few of the colleges (Ashland, Gateway, Henderson, Owensboro) and they are still working out the issues.		
Dr. Feeney reported the CAOs were briefly updated on the Five Pathways for Math. He said once he receives more information he will share it.		
Conclusions		
Action Items	Person Responsible	Deadline
Invite Alan Lawson to ALT to talk about Performance Measures.	Barbara Thomas	
<b>Awards</b>		
Woohoo, The Doll		
Discussion		
Kevin Dunn presented one of the Woohoo Awards to Yasemin Congleton for her excellent faculty highlight.		
Robert Campbell gave the other Woohoo Award to Barbara Thomas for her support.		
Kevin Dunn gave the Doll to Robert Campbell.		
Conclusions		
Action Items	Person Responsible	Deadline
Meeting was adjourned at 4:05 p.m.		
<b>Next Meeting</b>		
Tuesday, Sept. 19, 2017	2:00 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Beth Healand	